



INPATIENT MEDICATIONS (IM)

PHARMACIST'S USER MANUAL

Version 5.0
December 1997

(Revised July 2003)

Revision History

Any changes subsequent to the initial release of this manual are listed below. The users should update the manual with the pages listed under the Revised Pages column.

Date	Revised Pages	Patch Number	Description
07/03	Title, i-ii, 1, 2, 15, 25, 34-36, 38-40, 43-45, 50, 54-62, 70-72, 74-79, 82-89, 91-93, 98, 100, 103-105, 123, 124, 127, 131, 132, 167, 171, 182, 198-207, 209-217	PSJ*5*80	Updated the Title Page, Revision History Page, Introduction Page, and the Index. The Index section is included in its entirety due to the automatic generation of this section. Updated the Start and Stop Date/Time descriptions to explain how these fields are calculated and displayed with or without the presence of the Duration entered through CPRS. The screen shots include the new Duration display field. The INPATIENT PROFILE ORDER SORT parameter explanation is expanded. Included pages for double-sided printing
04/03	Title, i, ii, 38-39	PSJ*5*95	Updated the Title Page and Revision History Page. The default device for the <i>Pre-Exchange Units Report</i> is the PRE-EXCHANGE REPORT DEVICE field in the INPATIENT WARD PARAMETER file.
01/03	Title, i-vi, viii, 1-4, 7, 10, 14, 15, 23-25, 33-36, 38-40, 43-54, 59-62, 68-71, 73-78, 81-84, 86-88, 93, 94, 96, 110, 111, 119, 120, 122, 123, 126-128, 131-134, 138-140, 143-145, 147, 149, 162, 163, 167, 178, 181, 192, 205-213	PSJ*5*85	Updated the Title Page, Revision History Page, Table of Contents, Introduction Page, and the Index. The Table of Contents and Index sections are included in their entirety due to the automatic generation of these sections. A patient's crises, warnings, allergies, and directives are displayed on the patient profile and order view. A hidden action, CWAD, is also added. The ability to flag an order for clarification and to display an order that was flagged in CPRS is available. A new action, Flag, is available to include any comments associated with the flagged order. The Nature of Order or Electronic Signature abbreviations are displayed beside the Provider's Name on the order. When a patient has not been assessed with allergy information, the display, "No Allergy Assessment" will be included in the Patient Information area. The <i>Barcode ID – Return and Destroy (IV)</i> option is available to allow the pharmacist to scan or enter the Bar Code ID to return and/or destroy the IV medication. Included pages for double-sided printing.

Date	Revised Pages	Patch Number	Description
05/02	All	PSJ*5*58	Updated this manual to include the IV functionality and BCMA – CPRS Med Order Button enhancements released with the BCMA V. 2.0 project.
01/02	Title, i–viii, 1, 2, 19, 20, 21, 22, 121, 122, 148a, 148b, 149-154, 191-199	PSJ*5*65	Updated the Title Page, Revision History Page, Table of Contents, Menu Tree, Introduction Page, and the Index. The Table of Contents and Index sections are included in their entirety due to the automatic generation of these sections. The default Schedule Type determinations were updated for new orders and orders entered through CPRS and finished by pharmacy. A new option and report, Free Text Dosage Report, was added to the Unit Dose Reports. Included pages for double-sided printing.
01/02	Title, i, ii, 1, 2, 19, 20, 21, 22	PSJ*5*63	Updated the Title Page, Revision History Page, and the Introduction Page. The Schedule Type and Stop Date/Time were updated to include the ward and system parameters used in the determination of the stop date for one-time orders. Included pages for double-sided printing.
09/01	All	PSJ*5*50	Added this Revision History Page. Re-formatted the manual into sections. Added Patch Release changes and Pharmacy Ordering Enhancements (POE).
12/97			Original Released Pharmacist's User Manual.

1. Introduction

The Inpatient Medications package provides a method of management, dispensing, and administration of inpatient drugs within the hospital. Inpatient Medications combines clinical and patient information that allows each medical center to enter orders for patients, dispense medications by means of Pick Lists, print labels, create Medication Administration Records (MARs), and create Management Reports. Inpatient Medications also interacts with the Computerized Patient Record System (CPRS) and the Bar Code Medication Administration (BCMA) packages to provide more comprehensive patient care.

This user manual is written for the Pharmacy Staff, the Automated Data Processing Application Coordinator (ADPAC), and other healthcare staff for managing, dispensing, and administering medications to the patients within the hospital. The main text of the manual outlines patients' ordering options for new and existing orders, editing options, output options, and inquiry options. It also outlines options available under the Pick List actions.

The Inpatient Medications documentation is comprised of several manuals. These manuals are written as modular components and can be distributed independently and are listed below.

Nurse's User Manual V. 5.0 Revised July 2003
Pharmacist's User Manual V. 5.0 Revised July 2003
Supervisor's User Manual V. 5.0 Revised May 2002
Technical/Security Guide V. 5.0 Revised July 2003
Pharmacy Ordering Enhancements (POE) Phase 2 Release Notes V. 1.0
Pharmacy Ordering Enhancements (POE) Phase 2 Installation Guide V. 1.0
Bar Code Medication Administration (BCMA) Version 2.0 Release Notes
Bar Code Medication Administration (BCMA) Version 2.0 Installation Guide

2. Orientation

Within this documentation, several notations need to be outlined.

- Menu options will be italicized.
Example: *Inpatient Order Entry* indicates a menu option.
- Screen prompts will be denoted with quotation marks around them.
Example: "Select DRUG:" indicates a screen prompt.
- Responses in bold face indicate what the user is to type in.
Example: Printing a MAR report by ward group **G**, by ward **W**, or by patient **P**.

- Text centered between arrows represents a keyboard key that needs to be pressed in order for the system to capture a user response or move the cursor to another field. **<Enter>** indicates that the Enter key (or Return key on some keyboards) must be pressed. **<Tab>** indicates that the Tab key must be pressed.

Example: Press **<Tab>** to move the cursor to the next field.

Press **<Enter>** to select the default.

- Text depicted with a black background, displayed in a screen capture, designates reverse video or blinking text on the screen.

Example:

```
(9) Admin Times: 01-09-15-20
*(10) Provider: INPATIENT-MEDS, PHARMACIST
```



- **Note:** Indicates especially important or helpful information.



- Options are locked with a particular security key. The user must hold the particular security key to be able to perform the menu option.

Example: All options under the *Pick List Menu* option are locked with the PSJU PL key.

- Some of the menu options have several letters that are capitalized. By entering in the letters and pressing **<Enter>**, the user can go directly to that menu option (the letters do not have to be entered as capital letters).

Example: From the *Unit Dose Medications* Option: the user can enter **INQ** and proceed directly into the *INquiries Menu* option.

- **?, ??, ???** One, two, or three question marks can be entered at any of the prompts for on-line help. One question mark elicits a brief statement of what information is appropriate for the prompt. Two question marks provide more help, plus the hidden actions and three question marks will provide more detailed help, including a list of possible answers, if appropriate.
- **^** Up Caret (arrow or a circumflex) and pressing **<Enter>** can be used to exit the current option.

4.1.4. Patient Actions

The Patient Actions are the actions available in the Action Area of the List Manager Screen. These actions pertain to the patient information and include editing, viewing, and new order entry.

4.1.4.1. Patient Record Update

The Patient Record Update action allows editing of the Inpatient Narrative and the Patient's Default Stop Date and Time for Unit Dose Order entry.

Example: Patient Record Update

Patient Information	Sep 12, 2000 14:39:07	Page:	1 of	1
ABC, PATIENT				
Ward: 1 EAST				
PID: 123-45-9111	Room-Bed: B-12	Ht (cm) :	()
DOB: 08/18/20 (80)		Wt (kg) :	()
Sex: MALE		Admitted: 05/03/00		
Dx: TESTING		Last transferred: *****		
Allergies/Reactions: No Allergy Assessment				
Inpatient Narrative: INP NARR ...				
Outpatient Narrative:				
Enter ?? for more actions				
PU Patient Record Update				
NO New Order Entry				
DA Detailed Allergy/ADR List				
IN Intervention Menu				
VP View Profile				
Select Action: View Profile// PU				
INPATIENT NARRATIVE: INP NARR...// Narrative for Patient ABC				
UD DEFAULT STOP DATE/TIME: SEP 21,2000@24:00//				

The “INPATIENT NARRATIVE: INP NARR...//” prompt allows the pharmacist to enter information in a free text format, up to 250 characters.

The “UD DEFAULT STOP DATE/TIME:” prompt is the date and time entry to be used as the default value for the STOP DATE/TIME of the Unit Dose orders during order entry and renewal processes. This value is used only if the corresponding ward parameter is enabled. The order entry and renewal processes will sometimes change this date and time.



Note: If the Unit Dose order, being finished by the pharmacist, is received from CPRS and has a duration assigned, the UD DEFAULT STOP DATE/TIME is displayed as the Calc Stop Date/Time.

When the SAME STOP DATE ON ALL ORDERS parameter is set to yes, the module will assign the same default stop date for each patient. This date is initially set when the first order is entered for the patient, and can change when an order for the patient is renewed. This date is shown as the default value for the stop date of each of the orders entered for the patient.



Note: If this parameter is not enabled, the user can still edit a patient's default stop date. Unless the parameter is enabled, the default stop date will not be seen or used by the module.

Examples of Valid Dates and Times:

- JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
- T (for TODAY), T+1 (for TOMORROW), T+2, T+7, etc.
- T-1 (for YESTERDAY), T-3W (for 3 WEEKS AGO), etc.
- If the year is omitted, the computer uses CURRENT YEAR. Two-digit year assumes no more than 20 years in the future, or 80 years in the past.
- If only the time is entered, the current date is assumed.
- Follow the date with a time, such as JAN 20@10, T@10AM, 10:30, etc.
- The pharmacist may enter a time, such as NOON, MIDNIGHT, or NOW.
- The pharmacist may enter NOW+3' (for current date and time Plus 3 minutes *Note--the Apostrophe following the number of minutes)
- Time is REQUIRED in this response.

4.1.4.2. New Order Entry

The New Order Entry action allows the pharmacist to enter new Unit Dose or IV orders for the patient, depending upon the order option selected (*Order Entry*, *Non-Verified/Pending Orders*, or *Inpatient Order Entry*). Only one user is able to enter new orders on a selected patient due to the patient lock within the VISTA applications. This minimizes the chance of duplicate orders.

For Unit Dose order entry, a response must be entered at the "Select DRUG:" prompt. The pharmacist can select a particular drug or enter a pre-defined order set.

Depending on the entry in the "Order Entry Process:" prompt in the *Inpatient User Parameters Edit* option, the pharmacist will enter a regular or abbreviated order entry process. The abbreviated order entry process requires entry into fewer fields than regular order entry. Beside each of the prompts listed below, in parentheses, will be the word regular, for regular order entry and/or abbreviated, for abbreviated order entry.

- **"Select DRUG:"** (Regular and Abbreviated)

Pharmacists select Unit Dose medications directly from the DRUG file. The Orderable Item for the selected drug will automatically be added to the order, and all Dispense Drugs entered for the order must be linked to that Orderable Item. If the Orderable Item is edited, data in the DOSAGE ORDERED field and the DISPENSE DRUG field will be deleted. If multiple Dispense Drugs are needed in an order, they may be entered by selecting the DISPENSE DRUG field from the edit list before accepting the new order. After each Dispense Drug is selected, it will be checked against the patient's current medications for duplicate drug or class, and drug-drug/drug-allergy interactions. (See Section 4.3 Order Check for more information.)

Example: New Order Entry (continued)

NON-VERIFIED UNIT DOSE	Feb 14, 2001 10:23:37	Page:	1 of 2
------------------------	-----------------------	-------	--------

ABC,PATIENT Ward: 1 EAST
PID: 123-45-9111 Room-Bed: Ht (cm) : ()
DOB: 08/18/20 (80) Wt (kg) : ()

(1)Orderable Item: POTASSIUM CHLORIDE TAB,SA
Instructions:
(2)Dosage Ordered: 10MEQ
(3)Start: 02/14/01 16:00
(4) Med Route: ORAL
(5) Stop: 02/23/01 24:00
(6) Schedule Type: CONTINUOUS
(8) Schedule: BID
(9) Admin Times: 08-16
(10) Provider: INPATIENT-MEDS,PROVIDER [w] DURATION:
(11) Special Instructions:

(12) Dispense Drug	U/D	Inactive Date
POTASSIUM CHLORIDE 10 mEq U/D TABLET	1	

+ Enter ?? for more actions
ED Edit AC ACCEPT
Select Item(s): Next Screen// **AC** ACCEPT
NATURE OF ORDER: WRITTEN// **<Enter>**
...transcribing this non-verified order....

NON-VERIFIED UNIT DOSE	Feb 14, 2001 10:24:52	Page:	1 of 2
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ABC,PATIENT Ward: 1 EAST
PID: 123-45-9111 Room-Bed: Ht (cm) : ()
DOB: 08/18/20 (80) Wt (kg) : ()

* (1)Orderable Item: POTASSIUM CHLORIDE TAB,SA
Instructions:
* (2)Dosage Ordered: 10MEQ
(3)Start: 02/14/01 16:00
* (4) Med Route: ORAL
(5) Stop: 02/23/01 24:00
(6) Schedule Type: CONTINUOUS
* (8) Schedule: BID
(9) Admin Times: 08-16
* (10) Provider: INPATIENT-MEDS,PROVIDER [w] DURATION:
(11) Special Instructions:

(12) Dispense Drug	U/D	Inactive Date
POTASSIUM CHLORIDE 10 mEq U/D TABLET	1	

+ Enter ?? for more actions
DC Discontinue ED Edit AL Activity Logs
HD (Hold) RN (Renew)
FL Flag VF Verify
Select Item(s): Next Screen// **VF** Verify
...a few moments, please.....

Pre-Exchange DOSES: **<Enter>**

ORDER VERIFIED.

Enter RETURN to continue or '^' to exit:

4.1.4.3. Detailed Allergy/ADR List

The Detailed Allergy/ADR List action displays a detailed listing of the selected item from the patient's Allergy/ADR List. Entry to the *Edit Allergy/ADR Data* option is provided with this list also.

- **Enter/Edit Allergy/ADR Data**
Provides access to the Adverse Reaction Tracking (ART) package to allow entry and/or edit of allergy adverse reaction data for the patient. See the Allergy package documentation for more information on Allergy/ADR processing.
- **Select Allergy**
Allows the user to view a specific allergy.

4.1.4.4. Intervention Menu



This option is only available to those users who hold the PSJ RPHARM key.

The Intervention Menu action allows entry of new interventions and existing interventions to be edited, deleted, viewed, or printed. Each kind of intervention will be discussed and an example will follow.

4.1.4.6. Patient Information

The Patient Information action is displayed for the selected patient. This list contains the patient's demographic data, Allergy/Adverse Reaction data, and Pharmacy Narratives.

Example: Patient Information

Patient Information	Sep 13, 2000 15:04:31	Page:	1 of	1
ABC, PATIENT				
Ward: 1 EAST				
PID: 123-45-9111	Room-Bed: B-12	Ht (cm):	()
DOB: 08/18/20 (80)		Wt (kg):	()
Sex: MALE		Admitted:	05/03/00	
Dx: TESTING		Last transferred:	*****	
Allergies/Reactions: No Allergy Assessment				
Inpatient Narrative: Narrative for Patient ABC				
Outpatient Narrative:				
Enter ?? for more actions				
PU Patient Record Update				
NO New Order Entry				
DA Detailed Allergy/ADR List				
IN Intervention Menu				
VP View Profile				
Select Action: View Profile//				

4.1.4.7. Select Order

The Select Order action is used to take action on a previously entered order by selecting it from the profile, after the patient is selected and length of profile is chosen.

Example: Selecting and Displaying an Order

Inpatient Order Entry	Mar 07, 2002@13:10:28	Page:	1 of	1
ABC, PATIENT				
Ward: ONE EAST				
PID: 123-45-9111	Room-Bed: B-12	Ht (cm):	()
DOB: 08/18/20 (81)		Wt (kg):	()
Sex: MALE		Admitted:	05/03/00	
Dx: TESTING		Last transferred:	*****	
- - - - - A C T I V E - - - - -				
1 d->in 5% DEXTROSE 50 ML 125 ml/hr	C	03/06	03/06	E
2 ASPIRIN CAP, ORAL	C	03/07	03/08	A
Give: 325MG PO QID				
3 CEPHAPIRIN 1 GM	C	03/04	03/09	A
in DEXTROSE 5% IN N. SALINE 1000 ML QID				
- - - - - P E N D I N G - - - - -				
4 in DEXTROSE 10% 1000 ML 125 ml/hr	?	*****	*****	P
Enter ?? for more actions				
PI Patient Information				
SO Select Order				
PU Patient Record Update				
NO New Order Entry				
Select Action: Quit// 2				

-----report continues-----

Example: Selecting and Displaying an Order (continued)

ACTIVE UNIT DOSE	Mar 07, 2002@13:10:46	Page: 1 of 2
ABC, PATIENT Ward: ONE EAST		
PID: 123-45-9111	Room-Bed: B-12	Ht (cm) : ()
DOB: 08/18/20 (81)		Wt (kg) : ()
* (1) Orderable Item: ASPIRIN CAP, ORAL <DIN>		
Instructions:		
* (2) Dosage Ordered: 325MG		
* (3) Start: 03/07/02 13:10		
* (4) Med Route: ORAL		
BCMA ORDER LAST ACTION: 03/07/02 13:09 Given*		
* (5) Stop: 03/08/02 24:00		
(6) Schedule Type: CONTINUOUS		
* (8) Schedule: QID		
(9) Admin Times: 09-13-17-21		
* (10) Provider: INPATIENT-MEDS, PROVIDER [es] DURATION:		
(11) Special Instructions:		
(12) Dispense Drug	U/D	Inactive Date
ASPIRIN BUFFERED 325MG TAB	1	
+ Enter ?? for more actions		
DC Discontinue	ED Edit	AL Activity Logs
HD Hold	RN Renew	
FL Flag	VF (Verify)	
Select Item(s): Next Screen//		

The list area displays detailed order information and allows actions to be taken on the selected Unit Dose order. A number displayed to the left of the field name identifies fields that may be edited. If a field, marked with an asterisk (*) next to its number, is edited, it will cause this order to be discontinued and a new one created. If a pending order is selected, the system will determine any default values for fields not entered through CPRS and display them along with the data entered by the provider.

The BCMA ORDER LAST ACTION field will only display when an action has been performed through BCMA on this order. This information includes the date and time of the action and the BCMA action status. If an asterisk (*) appears after the BCMA status, this indicates an action was taken on the prior order that is linked to this order.

Actions, displayed in the Action Area, enclosed in parenthesis are not available to the user. In the example above, the action Verify is not available to the user since it was previously verified.



Only users with the appropriate keys will be allowed to take any available actions on the Unit Dose or IV order. (See p. 69 under IV.)

4.1.5. Order Actions

The Order Actions are the actions available in the Action Area of the List Manager Screen. These actions pertain to the patient's orders and include editing, discontinuing, verifying, etc.

4.1.5.1. Discontinue

When an order is discontinued, the order's Stop Date/Time is changed to the date/time the action is taken. An entry is placed in the order's Activity Log recording who discontinued the order and when the action was taken. Pending and Non-verified orders are deleted when discontinued and will no longer appear on the patient's profile.



Note: Any orders placed through the Med Order Button cannot be discontinued.

Example: Discontinue an Order

Inpatient Order Entry		Sep 28, 2000 13:32:18		Page: 1 of 1	
ABC, PATIENT Ward: 1 EAST					
PID: 123-45-9111		Room-Bed: B-12		Ht (cm): _____ (_____)	
DOB: 08/18/20 (80)				Wt (kg): _____ (_____)	
Sex: MALE				Admitted: 05/03/00	
Dx: TESTING				Last transferred: *****	
----- A C T I V E -----					
1	MULTIVITAMINS 1 ML	C	09/27	10/02	A
in 0.9% NACL 500 ML QID PRN					
----- P E N D I N G -----					
2	AMPICILLIN CAP INJ	?	*****	*****	P
Give: 250MG PO QID					
3	AMPICILLIN INJ	?	*****	*****	P
Give: 1MG IVPB QID					
4	PROPRANOLOL TAB	?	*****	*****	P
Give: 10MG PO TID					
Enter ?? for more actions					
PU Patient Record Update		NO New Order Entry			
Select Action: Quit// 2					

PENDING UNIT DOSE (ROUTINE)		Sep 28, 2000 13:33:17		Page: 1 of 2	
ABC, PATIENT Ward: 1 EAST					
PID: 123-45-9111		Room-Bed: B-12		Ht (cm): _____ (_____)	
DOB: 08/18/20 (80)				Wt (kg): _____ (_____)	
Sex: MALE				Admitted: 05/03/00	
Dx: TESTING				Last transferred: *****	
* (1) Orderable Item: AMPICILLIN CAP INJ					
Instructions:					
* (2) Dosage Ordered: 250MG					
(3) Start: 09/27/00 15:00					
* (4) Med Route: ORAL					
Req. Start: 09/27/00 09:00					
(5) Stop: 10/11/00 24:00					
(6) Schedule Type: CONTINUOUS					
* (8) Schedule: QID					
(9) Admin Times: 01-09-15-20					
* (10) Provider: INPATIENT-MEDS, PROVIDER [w] DURATION:					
(11) Special Instructions:					
(12) Dispense Drug		U/D		Inactive Date	
AMPICILLIN 500MG CAP		1			
+ Enter ?? for more actions					
BY Bypass		FL Flag			
DC Discontinue		FN Finish			
Select Item(s): Next Screen// DC Discontinue					
Do you want to discontinue this order? Yes// <Enter> (Yes)					
NATURE OF ORDER: WRITTEN// <Enter>					
Requesting PROVIDER: INPATIENT-MEDS, PROVIDER// <Enter> PROV ...ORDER DISCONTINUED!					
Select DRUG:					

4.1.5.2. Edit

This action allows modification of any field shown on the order view that is preceded by a number in parenthesis (#).

Example: Edit an Order

ACTIVE UNIT DOSE	Sep 13, 2000 15:20:42	Page: 1 of 2
ABC, PATIENT Ward: 1 EAST		
PID: 123-45-9111	Room-Bed: B-12	Ht (cm): ()
DOB: 08/18/20 (80)		Wt (kg): ()
* (1) Orderable Item: AMPICILLIN CAP INJ		
Instructions:		
* (2) Dosage Ordered: 250MG	* (3) Start: 09/07/00 15:00	
* (4) Med Route: ORAL	* (5) Stop: 09/21/00 24:00	
(6) Schedule Type: CONTINUOUS		
* (8) Schedule: QID		
(9) Admin Times: 01-09-15-20		
* (10) Provider: INPATIENT-MEDS, PROVIDER [es]	DURATION:	
(11) Special Instructions:		
(12) Dispense Drug	U/D	Inactive Date
AMPICILLIN 500MG CAP	1	
+ Enter ?? for more actions		
DC Discontinue	ED Edit	AL Activity Logs
HD Hold	RN Renew	
FL Flag	VF Verify	
Select Item(s): Next Screen//		

If a field marked with an asterisk (*) to the left of the number is changed, the original order will be discontinued, and a new order containing the edited data will be created. The Stop Date/Time of the original order will be changed to the date/time the new edit order is accepted. The old and new orders are linked and may be viewed using the History Log function. When the screen is refreshed, the field(s) that was changed will now be shown in **blinking reverse video** and “This change will cause a new order to be created” will be displayed in the message window.

NON-VERIFIED UNIT DOSE	Sep 13, 2000 15:26:46	Page: 1 of 2
ABC, PATIENT Ward: 1 EAST		
PID: 123-45-9111	Room-Bed: B-12	Ht (cm): ()
DOB: 08/18/20 (80)		Wt (kg): ()
* (1) Orderable Item: AMPICILLIN CAP INJ		
Instructions:		
* (2) Dosage Ordered: 250MG	* (3) Start: 09/13/00 20:00	
* (4) Med Route: ORAL	* (5) Stop: 09/27/00 24:00	
(6) Schedule Type: CONTINUOUS		
* (8) Schedule: QID		
(9) Admin Times: 01-09-15-20		
* (10) Provider: INPATIENT-MEDS, PHARMACIST	DURATION:	
(11) Special Instructions:		
(12) Dispense Drug	U/D	Inactive Date
AMPICILLIN 500MG CAP	1	
+ This change will cause a new order to be created.		
ED Edit	AC ACCEPT	
Select Item(s): Next Screen//		

If the ORDERABLE ITEM or DOSAGE ORDERED fields are edited, the Dispense Drug data will not be transferred to the new order. If the Orderable Item is changed, data in the DOSAGE ORDERED field will not be transferred. New Start Date/Time, Stop Date/Time, Login Date/Time, and Entry Code will be determined for the new order. Changes to other fields (those without the asterisk) will be recorded in the order's activity log.

If the Dispense Drug or Orderable Item has a non-formulary status, this status will be displayed on the screen as “*N/F*” beside the Dispense Drug or Orderable Item.

4.1.5.3. Verify

Orders must be accepted and verified before they can become active and are included on the pick list, BCMA Virtual Due List (VDL), etc. If AUTO-VERIFY is enabled for the pharmacist, new orders immediately become active after entry or finish (pending orders entered through CPRS). Orders verified by nursing prior to pharmacy verification are displayed on the profile under the active header marked with an arrow (->) to the right of the order number.



AUTO-VERIFY is controlled by the ALLOW AUTO-VERIFY FOR USER field in the INPATIENT USER PARAMETERS file. For more information on the Auto-Verify function, see the Edit User Parameters section of the Pharmacy Supervisor Manual.

Example: Verify an Order

Inpatient Order Entry		Mar 07, 2002@13:03:55		Page: 1 of 1	
ABC, PATIENT		Ward: ONE EAST			
PID: 123-45-9111	Room-Bed: B-12	Ht (cm): _____	(_____)		
DOB: 08/18/20 (81)		Wt (kg): _____	(_____)		
Sex: MALE		Admitted: 05/03/00			
Dx: TESTING		Last transferred: *****			
----- A C T I V E -----					
1 d->in 5% DEXTROSE 50 ML 125 ml/hr		C	03/06	03/06	E
2 CEPHAPIRIN 1 GM		C	03/04	03/09	A
in DEXTROSE 5% IN N. SALINE 1000 ML QID					
3 d->ASPIRIN CAP, ORAL		O	03/07	03/07	E
Give: 650MG PO NOW					
----- P E N D I N G -----					
4 in DEXTROSE 10% 1000 ML 125 ml/hr		?	*****	*****	P
Enter ?? for more actions					
PI Patient Information		SO	Select Order		
PU Patient Record Update		NO	New Order Entry		
Select Action: Quit// 3					

-----report continues-----

Example: Verify an Order (continued)

EXPIRED UNIT DOSE (DONE)	Mar 07, 2002@13:05:07	Page:	1 of 2
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ABC, PATIENT	Ward: ONE EAST		
PID: 123-45-9111	Room-Bed: B-12	Ht (cm):	()
DOB: 08/18/20 (81)		Wt (kg):	()

* (1) Orderable Item: ASPIRIN CAP, ORAL	<DIN>	
Instructions: 650MG		
* (2) Dosage Ordered: 650MG		
	* (3) Start: 03/07/02 12:57	
* (4) Med Route: ORAL (BY MOUTH)		
BCMA ORDER LAST ACTION: 03/07/02 12:59 Given	* (5) Stop: 03/07/02 12:57	
(6) Schedule Type: ONE TIME		
* (8) Schedule: NOW		
(9) Admin Times:		
* (10) Provider: INPATIENT-MEDS, PROVIDER [es]	DURATION:	
(11) Special Instructions:		
(12) Dispense Drug	U/D	Inactive Date
ASPIRIN BUFFERED 325MG TAB	1	

+ Enter ?? for more actions		
DC (Discontinue)	ED (Edit)	AL Activity Logs
HD (Hold)	RN (Renew)	
FL Flag	VF Verify	
Select Item(s): Next Screen// VF Verify		

WARNING: Dosage Ordered and Dispense Units do not match.
Please verify Dosage.

Would you like to continue verifying the order? Yes// **<Enter>** YES
...a few moments, please....

Pre-Exchange DOSES: 0// **<Enter>**

ORDER VERIFIED.

Enter RETURN to continue or '^' to exit: **<Enter>**

Select one of the following:

Y	Yes
N	No

Do you want to enter a Progress Note: No// **<Enter>**

If the Dispense Drug or Orderable Item has a non-formulary status, this status will be displayed on the screen as “*N/F*” beside the Dispense Drug or Orderable Item.

When orders have been verified, the pharmacist must provide information for the *Pre-Exchange Units Report*. After verifying an order, the user is prompted to identify the number of units required before the next cart exchange (pre-exchange units). Information will be requested for each order that has been verified. When the user finishes entering new orders, a *Pre-Exchange Report* will be printed. The report lists the patients’ name, ward location, room and bed, Orderable Item, Dispense Drug, and pre-exchange needs for each order. This report can be printed to the screen or queued to print on a printer. It is advisable that the user prints a copy on the printer. The default device for the *Pre-Exchange Units Report* is the PRE-EXCHANGE REPORT DEVICE field in the INPATIENT WARD PARAMETER file. If the pharmacist enters an output device that is different from the device in this file, an option to override the field and define a temporary device for the remainder of this session is displayed. Once the user exits this option, the report cannot be reprinted.



The user will have the ability to enter a Progress Note for a “DONE” priority order.

4.1.5.4. Hold

Only active orders may be placed on hold. Orders placed on hold will continue to show under the ACTIVE heading on the profiles until removed from hold. Any orders placed on hold through the pharmacy options cannot be released from hold using any of the CPRS options. An entry is placed in the order’s Activity Log recording the user who placed/removed the order from hold and when the action was taken.

Example: Place an Order on Hold

ACTIVE UNIT DOSE	Feb 25, 2001@21:25:50	Page: 1 of 2
ABC, PATIENT Ward: 1 EAST		
PID: 123-45-9111	Room-Bed: B-12	Ht (cm) : _____ (_____)
DOB: 08/18/20 (80)		Wt (kg) : _____ (_____)
*(1) Orderable Item: ASPIRIN TAB <DIN> Instructions: *(2) Dosage Ordered: 650MG *(3) Start: 02/26/01 14:40 *(4) Med Route: ORAL *(5) Stop: 02/28/01 24:00 (6) Schedule Type: CONTINUOUS *(8) Schedule: QD (9) Admin Times: 1440 *(10) Provider: INPATIENT-MEDS, PROVIDER [es] DURATION: (11) Special Instructions: (12) Dispense Drug U/D Inactive Date ASPIRIN BUFFERED 325MG TAB 2		
+ Enter ?? for more actions		
DC Discontinue	ED Edit	AL Activity Logs
HD Hold	RN Renew	
FL Flag	VF (Verify)	
Select Item(s): Next Screen// HD Hold		
Do you wish to place this order 'ON HOLD'? Yes// <Enter> (Yes)		
NATURE OF ORDER: WRITTEN// <Enter> W...		
COMMENTS:		
1>TESTING		
2>		
EDIT Option: . <Enter>		
Enter RETURN to continue or '^' to exit: <Enter>		

-----report continues-----

Example: Place an Order on Hold (continued)

HOLD UNIT DOSE	Feb 25, 2001@21:27:57	Page: 1 of 2
ABC, PATIENT	Ward: 1 EAST	
PID: 123-45-9111	Room-Bed: B-12	Ht (cm): ()
DOB: 08/18/20 (80)		Wt (kg): ()
* (1) Orderable Item: ASPIRIN TAB <DIN> Instructions: * (2) Dosage Ordered: 650MG * (3) Start: 02/26/01 14:40 * (4) Med Route: ORAL * (5) Stop: 02/28/01 24:00 (6) Schedule Type: CONTINUOUS * (8) Schedule: QD (9) Admin Times: 1440 * (10) Provider: INPATIENT-MEDS, PROVIDER [es] DURATION: (11) Special Instructions: (12) Dispense Drug U/D Inactive Date ASPIRIN BUFFERED 325MG TAB 2		
+ Enter ?? for more actions		
DC Discontinue	ED (Edit)	AL Activity Logs
HD Hold	RN (Renew)	
FL Flag	VF (Verify)	
Select Item(s): Next Screen// <Enter>		

HOLD UNIT DOSE	Feb 25, 2001@21:28:20	Page: 2 of 2
ABC, PATIENT	Ward: 1 EAST	
PID: 123-45-9111	Room-Bed: B-12	Ht (cm): ()
DOB: 08/18/20 (80)		Wt (kg): ()
+ (7) Self Med: NO		
Entry By: INPATIENT-MEDS, PHARMACIST Entry Date: 02/25/01 21:25		
(13) Comments: TESTING		
Enter ?? for more actions		
DC Discontinue	ED (Edit)	AL Activity Logs
HD Hold	RN (Renew)	
FL Flag	VF (Verify)	
Select Item(s): Quit// <Enter>		

Unit Dose Order Entry	Feb 25, 2001@21:30:15	Page: 1 of 1
ABC, PATIENT	Ward: 1 EAST	
PID: 123-45-9111	Room-Bed: B-12	Ht (cm): ()
DOB: 08/18/20 (80)		Wt (kg): ()
Sex: MALE	Admitted: 05/03/00	
Dx: TESTING	Last transferred: *****	
- - - - - A C T I V E - - - - - 1 ASPIRIN TAB C 02/26 02/28 H Give: 650MG ORAL QD		
Enter ?? for more actions		
PI Patient Information	SO Select Order	
PU Patient Record Update	NO New Order Entry	
Select Action: Quit//		

Example: Activity Log

ACTIVE UNIT DOSE	Sep 21, 2000 12:44:25	Page:	1 of	2
ABC, PATIENT	Ward: 1 EAST			
PID: 123-45-9111	Room-Bed: B-12	Ht (cm) :	()
DOB: 08/18/20 (80)		Wt (kg) :	()
*(1) Orderable Item: AMPICILLIN CAP INJ Instructions: *(2) Dosage Ordered: 250MG *(3) Start: 09/07/00 15:00 *(4) Med Route: ORAL *(5) Stop: 09/21/00 24:00 (6) Schedule Type: CONTINUOUS *(8) Schedule: QID (9) Admin Times: 01-09-15-20 *(10) Provider: INPATIENT-MEDS, PROVIDER [es] DURATION: (11) Special Instructions: (12) Dispense Drug U/D Inactive Date AMPICILLIN 500MG CAP 1 + Enter ?? for more actions DC Discontinue ED Edit AL Activity Logs HD Hold RN Renew FL Flag VF Verify Select Item(s): Next Screen// AL Activity Logs 1 - Short Activity Log 2 - Long Activity Log 3 - Dispense Log 4 - History Log Select LOG to display: 2 Long Activity Log Date: 09/07/00 14:07 User: INPATIENT-MEDS, PHARMACIST Activity: ORDER VERIFIED BY PHARMACIST Date: 09/07/00 14:07 User: INPATIENT-MEDS, PHARMACIST Activity: ORDER VERIFIED Field: Requested Start Date Old Data: 09/07/00 09:00 Date: 09/07/00 14:07 User: INPATIENT-MEDS, PHARMACIST Activity: ORDER VERIFIED Field: Requested Stop Date Old Data: 09/07/00 24:00 Enter RETURN to continue or '^' to exit:				

4.1.5.7. Finish

When an order is placed or renewed by a provider through CPRS, the nurse or pharmacist needs to accept, finish, and/or verify this order. The same procedures are followed to finish the renewed order as to finish a new order with the following exceptions:

The PENDING RENEWAL orders may be speed finished. The user may enter an **F**, for finish, at the “Select ACTION or ORDERS.” prompt and then select the pending renewals to be finished. At this time, prompts are issued for the start date/time and stop date/time. These values are used as the start and stop dates and times for the pending renewals selected. All other fields will retain the values from the renewed order.

Example: Finish an Order

PENDING UNIT DOSE (ROUTINE)	Feb 25, 2001@21:37:08	Page:	1 of 2
ABC, PATIENT			
Ward: 1 EAST			
PID: 123-45-9111	Room-Bed: B-12	Ht (cm):	()
DOB: 08/18/20 (80)		Wt (kg):	()
* (1) Orderable Item: MULTIVITAMINS TAB			
Instructions: 1 TABLET			
* (2) Dosage Ordered: 1 TABLET			
		(3) Start:	02/26/01 14:40
* (4) Med Route: INTRAVENOUS		Req. Start:	02/26/01 14:40
		(5) Stop:	02/28/01 24:00
(6) Schedule Type: FILL on REQUEST			
* (8) Schedule: QD			
(9) Admin Times: 1440			
* (10) Provider: INPATIENT-MEDS, PROVIDER [es]		DURATION:	
(11) Special Instructions:			
(12) Dispense Drug		U/D	Inactive Date
MULTIVITAMIN TABLETS		1	
+ Enter ?? for more actions			
BY Bypass	FL Flag		
DC Discontinue	FN Finish		
Select Item(s): Next Screen// FN Finish			
COMPLETE THIS ORDER AS IV OR UNIT DOSE? UNIT DOSE// <Enter>			

NON-VERIFIED UNIT DOSE	Feb 25, 2001@21:38:29	Page:	1 of 2
ABC, PATIENT			
Ward: 1 EAST			
PID: 123-45-9111	Room-Bed: B-12	Ht (cm):	()
DOB: 08/18/20 (80)		Wt (kg):	()
* (1) Orderable Item: MULTIVITAMINS TAB			
Instructions: 1 TABLET			
* (2) Dosage Ordered: 1 TABLET			
		(3) Start:	02/26/01 14:40
* (4) Med Route: INTRAVENOUS		Req. Start:	02/26/01 14:40
		(5) Stop:	02/28/01 24:00
(6) Schedule Type: FILL on REQUEST			
* (8) Schedule: QD			
(9) Admin Times: 1440			
* (10) Provider: INPATIENT-MEDS, PROVIDER [es]		DURATION:	
(11) Special Instructions:			
(12) Dispense Drug		U/D	Inactive Date
MULTIVITAMIN TABLETS		1	
+ Enter ?? for more actions			
ED Edit	AC ACCEPT		
Select Item(s): Next Screen// AC ACCEPT			
...accepting order.....			

-----report continues-----

Example: Finish an Order (continued)

NON-VERIFIED UNIT DOSE		Feb 25, 2001@21:38:45		Page: 1 of 2	
ABC, PATIENT		Ward: 1 EAST			
PID: 123-45-9111		Room-Bed: B-12		Ht (cm) :	()
DOB: 08/18/20 (80)				Wt (kg) :	()


```

* (1) Orderable Item: MULTIVITAMINS TAB
      Instructions: 1 TABLET
* (2) Dosage Ordered: 1 TABLET

      (3) Start: 02/26/01 14:40
* (4) Med Route: INTRAVENOUS      Req. Start: 02/26/01 14:40
      (5) Stop: 02/28/01 24:00

      (6) Schedule Type: FILL on REQUEST
* (8) Schedule: QD
      (9) Admin Times: 1440
* (10) Provider: INPATIENT-MEDS, PROVIDER [es]      DURATION:
* (11) Special Instructions:

      (12) Dispense Drug      U/D      Inactive Date
      MULTIVITAMIN TABLETS      1
+      Enter ?? for more actions
DC Discontinue      ED Edit      AL Activity Logs
HD (Hold)      RN (Renew)
FL Flag      VF Verify
Select Item(s): Next Screen// VF Verify
...a few moments, please.....

Pre-Exchange DOSES: <Enter>

ORDER VERIFIED.

Enter RETURN to continue or '^' to exit:

```

The requested Start date/time is added to the order view to indicate the date/time requested by the provider to start the order. This date/time is the CPRS Expected First Dose when no duration is received from CPRS.



Note: When an order is placed through CPRS prior to the next administration time of the schedule for the order, the Expected First Dose will be today at the next administration time. However, if the order is placed after the last administration time of the schedule for the order, the Expected First Dose will be the next administration time. This Expected First Dose date/time is seen through CPRS and is always based on the logic of using "next administration time", regardless of what the site has set for the ward parameter. The Expected First Dose displayed in CPRS displays as Requested Start Date/Time on the order view if no duration is received from CPRS. The Expected First Dose displays as the default Start Date/Time on the order view when a duration is received.

If the Dispense Drug or Orderable Item has a non-formulary status, this status will be displayed on the screen as “*N/F*” beside the Dispense Drug or Orderable Item.




Note: When the CPRS patch, OR*3*141, is installed on the user’s system AND the order is electronically signed through the CPRS package, the electronically signed abbreviation, [es] in brackets, will appear next to the Provider’s Name on the order.

A prompt has been added to the finishing process, “COMPLETE THIS ORDER AS IV OR UNIT DOSE?” to determine if the user should complete the order as either an IV or Unit Dose order. The prompt will be displayed only if the user selected the *Inpatient Order Entry* option to finish the order. Also, the prompt will appear only if the correct combination of the entry in the IV FLAG in the MEDICATION ROUTES file and the entry in the APPLICATION PACKAGES’ USE field in the DRUG file for the order’s Dispense Drug are found. The following table will help explain the different scenarios:

IV FLAG in the MEDICATION ROUTES file	Dispense Drug’s Application Use	Which Order View screen will be displayed to the user	Special Processing
IV	IV	IV	None
IV	Unit Dose	Unit Dose	Prompt user to finish order as IV or Unit Dose
IV	IV and Unit Dose	IV	Prompt user to finish order as IV or Unit Dose
Non-IV	IV	IV	Prompt user to finish order as IV or Unit Dose
Non-IV	Unit Dose	Unit Dose	None
Non-IV	IV and Unit Dose	Unit Dose	Prompt user to finish order as IV or Unit Dose

4.1.5.8. Flag

 This option is only available to those users who hold the PSJ RPHARM key.

The flag action is available to alert the users that the order is incomplete or needs clarification. Flagging is applied to any orders that need more information or corrections from the clinician. When the user flags the order, an alert is sent to the specified user defining the information that is needed to process the medication order. The specified user can send a return alert with the needed information. The Activity Log will record the flagging activities including acknowledgement that the alert was viewed. The flag action can be performed in either CPRS or in Inpatient Medications.

When a flagged order appears on the order view, the order number on the right hand side will be highlighted using reverse video. The nurse, or any user without the PSJ RPHARM key, does not have the ability to flag or un-flag orders; however, they can view the flagged or un-flagged comments via the Activity Log.

4.1.8. Inpatient Profile

[PSJ PR]

The *Inpatient Profile* option allows the user to view the Unit Dose and IV orders of a patient simultaneously. The user can conduct the Inpatient Profile search by patient, ward, or ward group. If the selection to sort is by ward, the administration teams may be specified. The default for the administration team is ALL and multiple teams may be entered. If selecting by ward or ward group, the profile may be sorted by patient name or room-bed.

When the user accesses this option from the Unit Dose module for the first time within a session, a prompt is displayed to select the IV room. When only one active IV room exists, it will be selected automatically. The user is then given the label and report devices defined for the IV room chosen. If no devices have been defined, the user will be given the opportunity to choose them. If this option is exited and then re-entered within the same session, the current label and report devices are shown.

In the following description, viewing a profile by patient is discussed, however, ward and ward group are handled similarly.

After the user selects the patient for whom a profile view is needed, the length of profile is chosen. The user can choose to view a long or short profile or, if the user decides not to view a profile for the chosen patient, "NO Profile" can be selected. When **NO Profile** is chosen, the system will return to the "Select PATIENT:" prompt and the user may choose a new patient.

Once the length of profile is chosen, the user can print the patient profile (by accepting the default or typing **P** at the "SHOW PROFILE only, EXPANDED VIEWS only, or BOTH: Profile/" prompt), an expanded view of the patient profile (by typing **E**), or both (by typing **B**). The expanded view lists the details of each order for the patient. The activity logs of the orders can also be printed when the expanded view or both, the expanded view and profile, are chosen.

The advantage of this option is that by viewing the combined Unit Dose/IV profile of a patient, the user can quickly determine if any corrections or modifications need to be made for existing or future orders based on Unit Dose or IV medications already being received by the patient. Sometimes the pharmacist must revise a prospective order for a patient based on the Unit Dose or IV medications already prescribed for the patient.



Note: For Unit Dose orders, the long activity log shows all activities of an order, while the short activity log excludes the field changes, and shows only the major activities.

Example: Inpatient Profile

```
Select Unit Dose Medications Option: IPF Inpatient Profile
You are signed on under the BIRMINGHAM ISC IV ROOM
Current IV LABEL device is: NT TELNET TERMINAL
Current IV REPORT device is: NT TELNET TERMINAL
Select by WARD GROUP (G), WARD (W), or PATIENT (P): Patient
```

-----report continues-----

Example: Inpatient Profile (continued)

```
Select PATIENT: ABC,PATIENT      123-45-9111   08/18/20   1 EAST

Select another PATIENT: <Enter>

SHORT, LONG, or NO Profile?  SHORT// <Enter>  SHORT

Show PROFILE only, EXPANDED VIEWS only, or BOTH: PROFILE// BOTH

Show SHORT, LONG, or NO activity log?  NO// SHORT

Select PRINT DEVICE: 0;80  NT/Cache virtual TELNET terminal
```

```

                I N P A T I E N T   M E D I C A T I O N S           09/21/00  12:33
                        WHOEVER YOU WANT IT TO BE HEALTHCARE SYSTEM
-----
ABC,PATIENT                      Ward: 1 EAST
  PID: 123-45-9111      Room-Bed: B-12      Ht (cm): _____ (_____)
  DOB: 08/18/20   (80)      Wt (kg): _____ (_____)
  Sex: MALE                      Admitted: 05/03/00
  Dx: TESTING
Allergies:
  ADR:
-----
                A C T I V E -----
1  -> AMPICILLIN CAP INJ                      C  09/07  09/21  A
      Give: 250MG PO QID
-----
                N O N - V E R I F I E D -----
2      DOXEPIN CAP,ORAL                      ?  *****  *****  N
      Give: 11CC PO Q24H
-----
Patient: ABC,PATIENT                      Status: ACTIVE
Orderable Item: AMPICILLIN CAP INJ
Instructions:
Dosage Ordered: 250MG
                                Start: 09/07/00  15:00
                                Stop: 09/21/00  24:00
Med Route: ORAL (PO)                      DURATION:
Schedule Type: CONTINUOUS
Schedule: QID
Admin Times: 01-09-15-20
Provider: INPATIENT-MEDS, PROVIDER [es]
-----
Dispense Drugs                      U/D  Units  Units  Inactive
                                Disp'd  Ret'd  Date
-----
  AMPICILLIN 500MG CAP                      1    0      0
ORDER NOT VERIFIED
Entry By: INPATIENT-MEDS, PROVIDER                      Entry Date: 09/07/00  13:37
Enter RETURN to continue or '^' to exit:
  Date: 09/07/00  14:07      User: INPATIENT-MEDS, PHARMACIST
Activity: ORDER VERIFIED BY PHARMACIST
-----
Patient: ABC,PATIENT                      Status: NON-VERIFIED
Orderable Item: DOXEPIN CAP,ORAL
Instructions:
Dosage Ordered: 11CC
                                Start: 09/20/00  09:00
                                Stop: 10/04/00  24:00
Med Route: ORAL (PO)                      DURATION:
Schedule Type: NOT FOUND
Schedule: Q24H
(No Admin Times)
Provider: INPATIENT-MEDS, PROVIDER [es]
Special Instructions: special for DOXEPIN
-----
Dispense Drugs                      U/D  Units  Units  Inactive
                                Disp'd  Ret'd  Date
-----
  DOXEPIN 100MG U/D                      1    0      0
  DOXEPIN 25MG U/D                      1    0      0
ORDER NOT VERIFIED
Self Med: NO
Entry By: INPATIENT-MEDS, PROVIDER                      Entry Date: 09/19/00  09:55
```


When the user accesses the *Inpatient Order Entry* option for the first time within a session, a prompt is displayed to select the IV room in which to enter orders. When only one active IV room exists, the system will automatically select that IV room. The user is then given the label and report devices defined for the IV room chosen. If no devices have been defined, the user will be given the opportunity to choose them. If this option is exited and then re-entered within the same session, the current label and report devices are shown. The following example shows the option re-entered during the same session.

Example: Inpatient Order Entry

```
Select IV MENU Option: IOE Inpatient Order Entry

You are signed on under the BIRMINGHAM ISC IV ROOM

Current IV LABEL device is: NT TELNET TERMINAL

Current IV REPORT device is: NT TELNET TERMINAL

Select PATIENT: ABC or A9111
```

At the “Select PATIENT:” prompt, the user can enter the patient’s name or enter the first letter of the patient’s last name and the last four digits of the patient’s social security number (e.g. A9111). The Patient Information Screen is displayed:

Example: Patient Information

Patient Information	Sep 12, 2000 10:36:38	Page:	1 of	1
ABC, PATIENT Ward: 1 EAST				
PID: 123-45-9111	Room-Bed: B-12	Ht (cm):	()
DOB: 08/18/20 (80)		Wt (kg):	()
Sex: MALE		Admitted:	05/03/00	
Dx: TESTING		Last transferred:	*****	
Allergies/Reactions: No Allergy Assessment				
Inpatient Narrative: INP NARR...				
Outpatient Narrative:				
Enter ?? for more actions				
PU Patient Record Update		NO New Order Entry		
DA Detailed Allergy/ADR List		IN Intervention Menu		
VP View Profile				
Select Action: View Profile//				

The pharmacist can now enter a Patient Action at the “Select Action: View Profile//” prompt in the Action Area of the screen.

4.2.3. Patient Actions

The Patient Actions are the actions available in the Action Area of the List Manager Screen. These actions pertain to the patient information and include editing, viewing, and new order entry.

4.2.3.1. Patient Record Update

The Patient Record Update action allows editing of the Inpatient Narrative and the Patient's Default Stop Date and Time for Unit Dose Order entry.

Example: Patient Record Update

Patient Information	Sep 12, 2000 14:39:07	Page:	1 of	1
ABC, PATIENT Ward: 1 EAST				
PID: 123-45-9111	Room-Bed: B-12	Ht (cm) :	()
DOB: 08/18/20 (80)		Wt (kg) :	()
Sex: MALE		Admitted: 05/03/00		
Dx: TESTING		Last transferred: *****		
Allergies/Reactions: No Allergy Assessment				
Inpatient Narrative: INP NARR ...				
Outpatient Narrative:				
Enter ?? for more actions				
PU Patient Record Update		NO New Order Entry		
DA Detailed Allergy/ADR List		IN Intervention Menu		
VP View Profile				
Select Action: View Profile// PU				
INPATIENT NARRATIVE: INP NARR...// Narrative for Patient ABC				
UD DEFAULT STOP DATE/TIME: SEP 21,2000@24:00//				

The “INPATIENT NARRATIVE: INP NARR...//” prompt allows the pharmacist to enter information in a free text format, up to 250 characters.

The “UD DEFAULT STOP DATE/TIME:” prompt accepts the date and time entry to be used as the default value for the STOP DATE/TIME of the Unit Dose orders during order entry and renewal processes. This value is used only if the corresponding ward parameter is enabled. The order entry and renewal processes will sometimes change this date and time.



Note: If the Unit Dose order, being finished by the pharmacist, is received from CPRS and has a duration assigned, the UD DEFAULT STOP DATE/TIME is displayed as the Calc Stop Date/Time.

When the SAME STOP DATE ON ALL ORDERS parameter is set to yes, the module will assign the same default stop date for each patient. This date is initially set when the first order is entered for the patient, and can change when an order for the patient is renewed. This date is shown as the default value for the stop date of each of the orders entered for the patient.



Note: If this parameter is not enabled, the user can still edit a patient's default stop date. Unless the parameter is enabled, the default stop date will not be seen or used by the module.

Examples of Valid Dates and Times:

- JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
- T (for TODAY), T+1 (for TOMORROW), T+2, T+7, etc.
- T-1 (for YESTERDAY), T-3W (for 3 WEEKS AGO), etc.
- If the year is omitted, the computer uses CURRENT YEAR. Two-digit year assumes no more than 20 years in the future, or 80 years in the past.
- If only the time is entered, the current date is assumed.
- Follow the date with a time, such as JAN 20@10, T@10AM, 10:30, etc.
- The pharmacist may enter a time, such as NOON, MIDNIGHT, or NOW.
- The pharmacist may enter 'NOW+3' (for current date and time Plus 3 minutes *Note--the Apostrophe following the number of minutes)
- Time is REQUIRED in this response.

4.2.3.2. New Order Entry

The New Order Entry action, from the *Inpatient Order Entry* option, allows the pharmacist to enter new Unit Dose and IV orders for the patient. Only one user is able to enter new orders on a selected patient due to the patient lock within the *VISTA* applications. This minimizes the chance of duplicate orders.

For IV order entry, the pharmacist must bypass the "Select DRUG:" prompt (by pressing <Enter>) and then choosing the IV Type at the "Select IV TYPE:" prompt. The following are the prompts that the pharmacist can expect to encounter while entering a new IV order for the patient.

- **"Select IV TYPE:"**

These types include admixture, piggyback, hyperal, syringe, or chemotherapy. An admixture is a Large Volume Parenteral (LVP) solution intended for continuous parenteral infusion. A piggyback is a small volume parenteral solution used for intermittent infusion. Hyperalimentation (hyperal) is long-term feeding of a protein-carbohydrate solution. A syringe type order is a type of IV that uses a syringe rather than a bottle or a bag. Chemotherapy is the treatment and prevention of cancer with chemical agents.

- **“Select ADDITIVE:”**

There can be any number of additives for an order, including zero. An additive or additive synonym can be entered. If the Information Resources Management Service (IRMS) Chief/Site Manager or Application Coordinator has defined it in the IV ADDITIVES file, the pharmacist may enter a quick code for an additive. The quick code allows the user to pre-define certain fields, thus speeding up the order entry process. The **entire** quick code name must be entered to receive all pre-defined fields in the order.



Note: Drug inquiry is allowed during order entry by entering two question marks (??) at the STRENGTH prompt for information on an additive or solution.

When an additive is chosen, if an active drug text entry for the Dispense Drug and/or Orderable Item linked to this additive exists, then the prompt, “Restriction/Guideline(s) exist. Display?:” will be displayed along with the corresponding defaults. The drug text indicator will be <**DIN**> and will be displayed on the right side of the IV Type on the same line. This indicator will be highlighted.

If the Dispense Drug tied to the Additive or the Orderable Item has a non-formulary status, this status will be displayed on the screen as “*N/F*” beside the Additive or Orderable Item.

- **“ Select SOLUTION:”**

There can be any number of solutions in any order, depending on the type. It is even possible to require zero solutions when an additive is pre-mixed with a solution. If no solutions are chosen, the system will display a warning message, in case it is an oversight, and gives an opportunity to add one. The pharmacist may enter an IV solution or IV solution synonym.

When a solution is chosen, if an active drug text entry for the Dispense Drug and/or Orderable Item linked to this solution exists, then the prompt, “Restriction/Guideline(s) exist. Display?:” will be displayed along with the corresponding defaults. The drug text indicator will be <**DIN**> and will be displayed on the right side of the IV Type on the same line. This indicator will be highlighted.

If the Dispense Drug tied to the Solution or the Orderable Item has a non-formulary status, this status will be displayed on the screen as “*N/F*” beside the Solution or Orderable Item.

- **“INFUSION RATE:”**

The infusion rate is the rate at which the IV is to be administered. This value, in conjunction with the total volume of the hyperal or the admixture type, is used to determine the time covered by one bag; hence, the system can predict the bags needed during a specified time of coverage. This field is free text for piggybacks. For admixtures, a number that will represent the infusion rate

must be entered. The pharmacist can also specify the # of bags per day that will be needed. Example: 125 = 125 ml/hr (IV system will calculate bags needed per day), 125@2 = 125 ml/hr with 2 labels per day, Titrate@1 = Titrate with 1 label per day. The format of this field is either a number only or <FREE TEXT > @ <NUMBER OF LABELS PER DAY > (e.g., Titrate @ 1).



Note: If an administration time(s) is defined, the number of labels will reflect the administration time(s) for the IVPB type orders. Example: one administration time of 12:00 is specified. The infusion rate is entered as 125@3. Only 1 label will print.

- **“MED ROUTE:”**

This is the route of administration for this medication (e.g., IV, SQ). If a corresponding abbreviation is found for this route in the MEDICATION ROUTES file, this module will print that abbreviation on its reports.

- **“SCHEDULE:”**

This prompt occurs on piggyback and intermittent syringe orders. A schedule prompt is a request to queue doses on a recurring basis. For instance, a response to the schedule prompt may be **Q5H**, which would be a request to give doses every five hours. If a non-standard schedule and non-standard administration times are entered, the IV integrity checker will flag this field with a warning and give the pharmacist an opportunity to re-edit. This field allows up to two spaces to be entered (Ex. TID PC PRN).



Note: It might be inappropriate for some orders with non-standard schedules to be given administration times. For example, the administration times for Q18H (every 18 hours) will vary.

- **“ADMINISTRATION TIME:”**

This is free text. The pharmacist might want to enter the times of dose administration using military time such as 03-09-15-21.

- **“OTHER PRINT INFO:”**

Free text is entered and can be up to 60 characters. For new order entry, when Other Print Info is added, the pharmacist is prompted whether to flag this field for display in a BCMA message box. When finishing orders placed through CPRS, where the Provider Comments are not too long to be placed in this field, the pharmacist is given the option to copy the comments into this field. Should the pharmacist choose to copy and flag these comments for display in a BCMA message box on the VDL, an exclamation mark “!” will appear in the order next to this field.



Note: For “DONE” Orders (CPRS Med Order) only, the Provider Comments are automatically placed in the Other Print Info. If the Provider Comments are greater than 60 characters, Other Print Info will display “REFERENCE PROVIDER COMMENTS IN CPRS FOR INSTRUCTIONS.”

- **“START DATE / TIME:”**

The system calculates the default start date/time for order administration based on the DEFAULT START DATE CALCULATION field in the INPATIENT WARD PARAMETERS file. This field allows the site to use the NEXT or CLOSEST administration or delivery time, or NOW, which is the order’s login date/time as the default start date. When NOW is selected for this parameter, it will always be the default start date/time for IVs. This may be overridden by entering the desired date/time at the prompt.

When NEXT or CLOSEST is used in this parameter and the IV is a continuous-type IV order, the default answer for this prompt is based on the delivery times for the IV room specified for that order entry session. For intermittent type IV orders, if the order has administration times, the start date/time will be the NEXT or CLOSEST administration time depending on the parameter. If the intermittent type IV order does not have administration times, the start date/time will round up or down to the closest hour. The Site Manager or Application Coordinator can change this field.

- **“STOP DATE / TIME:”**

The system calculates the default Stop Date/Time for order administration based on the STOP TIME FOR ORDER site parameter. The default date shown is the least of (1) the <IV TYPE> GOOD FOR HOW MANY DAYS site parameter (where <IV TYPE> is LVPs, PBs, etc.), (2) the NUMBER OF DAYS FOR IV ORDER field (found in the IV ADDITIVES file) for all additives in this order, or (3) the DAY (nD) or DOSE (nL) LIMIT field (found in the PHARMACY ORDERABLE ITEM file) for the orderable item associated with this order. The Site Manager or Application Coordinator can change these fields.

- **“NATURE OF ORDER:”**

This is the method the provider used to communicate the order to the user who entered or took action on the order. Nature of Order is defined in CPRS. Written will be the default for new orders entered. When a new order is created due to an edit, the default will be Service Correction. The following table shows some Nature of Order examples.

Nature of Order	Description	Prompted for Signature in CPRS?	Chart Copy Printed?
Written	The source of the order is a written doctor’s order	No	No
Verbal	A doctor verbally requested the order	Yes	Yes
Telephoned	A doctor telephoned the service to request the order	Yes	Yes

Nature of Order	Description	Prompted for Signature in CPRS?	Chart Copy Printed?
Service Correction	The service is discontinuing or adding new orders to carry out the intent of an order already received	No	No
Duplicate	This applies to orders that are discontinued because they are a duplicate of another order	No	Yes
Policy	These are orders that are created as a matter of hospital policy	No	Yes

The Nature of Order abbreviation will display on the order next to the Provider's Name. The abbreviations will be in lowercase and enclosed in brackets. Written will display as [w], telephoned as [p], verbal as [v], policy as [i], electronically entered as [e], and service correction as [s]. If the order is electronically signed through the CPRS package AND the CPRS patch OR*3*141 is installed on the user's system, then [es] will appear next to the Provider's Name instead of the Nature of Order abbreviation.

- **“Select CLINIC LOCATION:”**

This prompt is only displayed for Outpatient IV orders entered through the Inpatient Medications package. The user will enter the hospital location name when prompted.



Note: While entering an order, the pharmacist can quickly delete the order by typing an up caret (^) at any one of the prompts listed above except at the “STOP DATE/TIME:” prompt. Once the user has passed this prompt, if the order still needs to be deleted, an up caret (^) can be entered at the “Is this O.K.?” prompt.

Example: New Order Entry

Inpatient Order Entry		Feb 28, 2002@13:48:47		Page: 1 of 3	
ABC, PATIENT		Ward: ONE EAST			
PID: 123-45-9111	Room-Bed: B-12	Ht (cm) :	_____	(_____)	
DOB: 08/18/20 (81)		Wt (kg) :	_____	(_____)	
Sex: MALE		Admitted:	05/03/00		
Dx: TESTING		Last transferred:	*****		

----- A C T I V E -----					
1	BACLOFEN TAB	C	02/20	03/06	A
	Give: 10MG PO QD				
	PATIENT SPITS OUT MEDICINE				
2	PREDNISON TAB	C	02/25	03/11	A
	Give: 5MG PO TU-TH-SA@09				
3	RESERPINE TAB	C	02/20	03/06	A
	Give: 1MG PO QD				
4	d->FUROSEMIDE 1 MG	O	02/11	02/11	E
	in 5% DEXTROSE 50 ML NOW				
5	d->FUROSEMIDE 10 MG	O	02/11	02/11	E
	in 5% DEXTROSE 50 ML STAT				
+ Enter ?? for more actions					
PI	Patient Information	SO	Select Order		
PU	Patient Record Update	NO	New Order Entry		
Select Action: Next Screen// NO New Order Entry					

Example: New Order Entry (continued)

```
Select IV TYPE: P PIGGYBACK.
Select ADDITIVE: MULTI
    1 MULTIVITAMIN INJ
    2 MULTIVITAMINS
CHOOSE 1-2: 2 MULTIVITAMINS

(The units of strength for this additive are in ML)
Strength: 2 ML
Select ADDITIVE: <Enter>
Select SOLUTION: 0.9
    1 0.9% SODIUM CHLORIDE 100 ML
    2 0.9% SODIUM CHLORIDE 50 ML
CHOOSE 1-2: 1 0.9% SODIUM CHLORIDE 100 ML
INFUSION RATE: 125 INFUSE OVER 125 MIN.
MED ROUTE: IV// <Enter>
SCHEDULE: QID
    1 QID 09-13-17-21
    2 QID AC 0600-1100-1630-2000
CHOOSE 1-2: 1 09-13-17-21
ADMINISTRATION TIMES: 09-13-17-21// <Enter>
REMARKS: <Enter>
OTHER PRINT INFO: <Enter>
START DATE/TIME: FEB 28,2002@13:56// <Enter> (FEB 28, 2002@13:56)
STOP DATE/TIME: MAR 30,2002@24:00// <Enter>
PROVIDER: PROVIDER,PAULA// <Enter>
```

After entering the data for the order, the system will prompt the pharmacist to confirm that the order is correct. The IV module contains an integrity checker to ensure the necessary fields are answered for each type of order. The pharmacist must edit the order to make corrections if all of these fields are not answered correctly. If the order contains no errors, but has a warning, the user will be allowed to proceed.

```
Orderable Item: MULTIVITAMINS INJ
Give: IV QID

754
[29]5432 ONE EAST 02/28/02
ABC,PATIENT B-12

MULTIVITAMINS 2 ML
0.9% SODIUM CHLORIDE 100 ML

INFUSE OVER 125 MIN.
QID
09-13-17-21
Fld by:_____ Chkd by:_____
1[1]

Start date: FEB 28,2002 13:56 Stop date: MAR 30,2002 24:00

Is this O.K.: YES//<Enter> YES
NATURE OF ORDER: WRITTEN// <Enter> W
...transcribing this non-verified order....
```

-----report continues-----

Example: New Order Entry (continued)

NON-VERIFIED IV		Feb 28, 2002@13:56:44		Page: 1 of 2	
ABC, PATIENT		Ward: ONE EAST			
PID: 123-45-9111		Room-Bed: B-12		Ht (cm): ()	
DOB: 08/18/20 (81)				Wt (kg): ()	
Sex: MALE		Admitted: 05/03/00			
Dx: TESTING		Last transferred: *****			

* (1) Additives:	Type: PIGGYBACK
MULTIVITAMINS 2 ML	
(2) Solutions:	
0.9% SODIUM CHLORIDE 100 ML	
(3) Infusion Rate: INFUSE OVER 125 MIN.	(4) DURATION:
	(4) Start: 02/28/02 13:56
* (5) Med Route: IV	(6) Stop: 03/30/02 24:00
* (7) Schedule: QID	Last Fill: *****
(8) Admin Times: 09-13-17-21	Quantity: 0
* (9) Provider: PROVIDER, PAULA [w]	Cum. Doses:
* (10) Orderable Item: MULTIVITAMINS INJ	
Instructions:	
(11) Other Print:	

+ Enter ?? for more actions

DC Discontinue	RN (Renew)	VF Verify
HD (Hold)	OC (On Call)	
ED Edit	AL Activity Logs	

Select Item(s): Next Screen// **VF** Verify

3	6	9	12	15	18	21	24
.....							
P							
N							

Next delivery time is 1330 ***

Action (PB) B// **<Enter>** BYPASS

When the order is correct and verified, and the Activity Ruler site parameter is turned on, the system will display a time line. The time line is a visual representation of the relationship between start of coverage times, doses due, and order start times. The letters **P**, **A**, **H**, **S**, or **C** show the start of coverage times for each IV type. If there is an asterisk (*) after the letter, this means that the Ward List has been run for this start of coverage type. The up caret (^) shows when the doses are due, the **N** indicates current time in relation to the order. The next delivery time will also be listed.

The “Action (PBS)” prompt will appear next, with all of the valid actions listed in parentheses. The following are the codes for the possible actions:

- **P** - Print specified number of labels now.
- **B** - Bypass any more action (entering an up caret (^) will also do this).
- **S** - Suspend a specified number of labels for the IV room to print on demand.

The **S** will only appear as a valid action if the USE SUSPENSE FUNCTIONS site parameter is answered with **1** or **YES**. The user can perform more than one action, but each action must be done one at a time. As each action is taken, those that operate on labels will reduce the total labels by that amount (e.g., eight labels are needed, three are suspended, then five are available to print).

4.2.3.3. Detailed Allergy/ADR List

The Detailed Allergy/ADR List action displays a detailed listing of the selected item from the patient's Allergy/ADR List. Entry to the *Edit Allergy/ADR Data* option is provided with this list also.

- **Enter/Edit Allergy/ADR Data**
Provides access to the Adverse Reaction Tracking (ART) package to allow entry and/or edit of allergy adverse reaction data for the patient. See the Allergy package documentation for more information on Allergy/ADR processing.
- **Select Allergy**
Allows the user to view a specific allergy.

4.2.3.4. Intervention Menu



This option is only available to those users who hold the PSJ RPHARM key.

The Intervention Menu action allows entry of new interventions and edit, delete, view, or printing of an existing intervention. Each kind of intervention will be discussed and an example will follow.

- **New:** This option is used to add an entry into the APSP INTERVENTION file.

4.2.3.6. Patient Information

The Patient Information action is displayed for the selected patient. This list contains the patient's demographic data, Allergy/Adverse Reaction data, and Pharmacy Narratives.

Example: Patient Information

Patient Information	Sep 13, 2000 15:04:31	Page: 1 of 1
ABC, PATIENT Ward: 1 EAST		
PID: 123-45-9111	Room-Bed: B-12	Ht (cm): ()
DOB: 08/18/20 (80)		Wt (kg): ()
Sex: MALE		Admitted: 05/03/00
Dx: TESTING		Last transferred: *****
Allergies/Reactions: No Allergy Assessment		
Inpatient Narrative: Narrative for Patient ABC		
Outpatient Narrative:		
Enter ?? for more actions		
PU Patient Record Update	NO New Order Entry	
DA Detailed Allergy/ADR List	IN Intervention Menu	
VP View Profile		
Select Action: View Profile//		

4.2.3.7. Select Order

The Select Order action is used to take action on a previously entered order by selecting it from the profile, after the patient is selected and length of profile is chosen.

Example: Select an Order

Inpatient Order Entry	Mar 07, 2002@13:01:56	Page: 1 of 1
ABC, PATIENT Ward: ONE EAST		
PID: 123-45-9111	Room-Bed: B-12	Ht (cm): ()
DOB: 08/18/20 (81)		Wt (kg): ()
Sex: MALE		Admitted: 05/03/00
Dx: TESTING		Last transferred: *****
----- A C T I V E -----		
1 d->in 0.9% SODIUM CHLORIDE 1000 ML 125 ml/hr	C	03/07 03/07 E
2 d->in 5% DEXTROSE 50 ML 125 ml/hr	C	03/06 03/06 E
3 CEPHAPIRIN 1 GM	C	03/04 03/09 A
in DEXTROSE 5% IN N. SALINE 1000 ML QID		
4 d->ASPIRIN CAP, ORAL	O	03/07 03/07 E
Give: 650MG PO NOW		
----- P E N D I N G -----		
5 in DEXTROSE 10% 1000 ML 125 ml/hr	?	***** ***** P
Enter ?? for more actions		
PI Patient Information	SO Select Order	
PU Patient Record Update	NO New Order Entry	
Select Action: Quit// 1		

-----report continues-----

Example: Select an Order (continued)

EXPIRED IV (DONE)	Mar 07, 2002@13:02:26	Page: 1 of 2
ABC, PATIENT Ward: ONE EAST		
PID: 123-45-9111	Room-Bed: B-12	Ht (cm) : ()
DOB: 08/18/20 (81)		Wt (kg) : ()
* (1) Additives: Order number: 483 Type: ADMIXTURE		
* (2) Solutions: 0.9% SODIUM CHLORIDE 1000 ML *N/F*		
DURATION:		
* (3) Infusion Rate: 125 ml/hr	* (4) Start: 03/07/02 12:59	
* (5) Med Route: IV	* (6) Stop: 03/07/02 12:59	
BCMA ORDER LAST ACTION: 03/07/02 12:59 Infusing		
* (7) Schedule:	Last Fill: *****	
(8) Admin Times:	Quantity: 0	
* (9) Provider: INPATIENT-MEDS, PROVIDER	Cum. Doses:	
(10) Other Print:		
Provider Comments: TESTING		
(11) Remarks :		
+ Enter ?? for more actions		
DC (Discontinue)	RN (Renew)	VF (Verify)
HD (Hold)	OC (On Call)	FL Flag
ED (Edit)	AL Activity Logs	
Select Item(s): Quit// <Enter> QUIT		

The list area displays detailed order information and allow actions to be taken on the selected IV order. A number displayed to the left of the field name identifies fields that may be edited. If a field, marked with an asterisk (*) next to its number, is edited, it will cause this order to be discontinued and a new one created. If a pending order is selected, the system will determine any default values for fields not entered through CPRS and display them along with the data entered by the provider.

The BCMA ORDER LAST ACTION field will only display when an action has been performed through BCMA on this order. This information includes the date and time of the action and the BCMA action status. If an asterisk (*) appears after the BCMA status, this indicates an action was taken on the prior order that is linked to this order.

Actions, displayed in the Action Area, enclosed in parenthesis are not available to the user.



Only users with the appropriate keys will be allowed to take any available actions on the Unit Dose or IV order.

4.2.4. Order Actions

The Order Actions are the actions available in the Action Area of the List Manager Screen. These actions pertain to the patient's orders and include editing, discontinuing, verifying, etc.

4.2.4.1. Discontinue

When an order is discontinued, the order's Stop Date/Time is changed to the date/time the action is taken. An entry is placed in the order's Activity Log recording who discontinued the order and when the action was taken. Pending and Non-verified orders are deleted when discontinued and will no longer appear on the patient's profile.



Note: Any orders placed through the Med Order Button cannot be discontinued.

Example: Discontinue an Order

ACTIVE IV	Mar 20, 2001@16:37:49	Page: 1 of 1
ABC, PATIENT	Ward: ONE EAST	
PID: 123-45-9111	Room-Bed: B-12	Ht (cm): ()
DOB: 08/18/20 (80)		Wt (kg): ()

* (1) Additives: Order number: 65 Type: ADMIXTURE <DIN>
ACETAMINOPHEN 100 MEQ

* (2) Solutions:
0.9% SODIUM CHLORIDE 100 ML

DURATION:

* (3) Infusion Rate: 100 ml/hr * (4) Start: 03/19/01 11:30

* (5) Med Route: IV * (6) Stop: 03/26/01 24:00

* (7) Schedule: Last Fill: 03/19/01 14:57

(8) Admin Times: Quantity: 2

* (9) Provider: INPATIENT-MEDS, PROVIDER [w] Cum. Doses: 43

(10) Other Print:

(11) Remarks :
Entry By: INPATIENT-MEDS, PHARMACIST Entry Date: 03/19/01 11:30

Enter ?? for more actions

DC	Discontinue	RN	Renew	FL	Flag
ED	Edit	OC	On Call		
HD	Hold	AL	Activity Logs		

Select Item(s): Quit// **DC** Discontinue

NATURE OF ORDER: WRITTEN// **<Enter>** W

Requesting PROVIDER: INPATIENT-MEDS, PROVIDER// **<Enter>** PROV

REASON FOR ACTIVITY: **TESTING**

DISCONTINUED IV	Mar 20, 2001@16:38:28	Page: 1 of 1
ABC, PATIENT	Ward: ONE EAST	
PID: 123-45-9111	Room-Bed: B-12	Ht (cm): ()
DOB: 08/18/20 (80)		Wt (kg): ()

* (1) Additives: Order number: 65 Type: ADMIXTURE <DIN>
ACETAMINOPHEN 100 MEQ

* (2) Solutions:
0.9% SODIUM CHLORIDE 100 ML

DURATION:

* (3) Infusion Rate: 100 ml/hr * (4) Start: 03/19/01 11:30

* (5) Med Route: IV * (6) Stop: 03/20/01 16:38

* (7) Schedule: Last Fill: 03/19/01 14:57

(8) Admin Times: Quantity: 2

* (9) Provider: INPATIENT-MEDS, PROVIDER [w] Cum. Doses: 43

(10) Other Print:

(11) Remarks :
Entry By: INPATIENT-MEDS, PHARMACIST Entry Date: 03/19/01 11:30

Enter ?? for more actions

DC	(Discontinue)	RN	(Renew)	FL	Flag
ED	(Edit)	OC	(On Call)		
HD	(Hold)	AL	Activity Logs		

Select Item(s): Quit// **<Enter>** QUIT

4.2.4.2. Edit

This action allows modification of any field shown on the order view that is preceded by a number in parenthesis (#).

Example: Edit an Order

ACTIVE IV	Mar 20, 2001@16:41:14	Page:	1 of 2
ABC,PATIENT Ward: ONE EAST			
PID: 123-45-9111	Room-Bed: B-12	Ht (cm):	()
DOB: 08/18/20 (80)		Wt (kg):	()

* (1)	Additives:	Order number: 64	Type: PIGGYBACK
	MVI 100 ML		
(2)	Solutions:		
	0.9% SODIUM CHLORIDE 100 ML		
		DURATION:	
(3)	Infusion Rate: INFUSE OVER 10 MIN.	* (4)	Start: 03/19/01 11:30
* (5)	Med Route: IVPB	* (6)	Stop: 03/20/01 24:00
* (7)	Schedule: QID		Last Fill: 03/19/01 14:57
(8)	Admin Times: 09-13-17-21		Quantity: 2
* (9)	Provider: INPATIENT-MEDS, PROVIDER [es]		Cum. Doses: 9
* (10)	Orderable Item: MULTIVITAMINS INJ		
	Instructions:		
(11)	Other Print:		

+ Enter ?? for more actions

DC	Discontinue	ED	Edit	AL	Activity Logs
HD	Hold	RN	Renew		
FL	Flag	OC	On Call		

Select Item(s): Next Screen// **ED** Edit

Select FIELDS TO EDIT: **11**

OTHER PRINT INFO: **TESTING**

ACTIVE IV	Mar 20, 2001@16:42:02	Page:	1 of 2
ABC,PATIENT Ward: ONE EAST			
PID: 123-45-9111	Room-Bed: B-12	Ht (cm):	()
DOB: 08/18/20 (80)		Wt (kg):	()

* (1)	Additives:	Order number: 64	Type: PIGGYBACK
	MVI 100 ML		
(2)	Solutions:		
	0.9% SODIUM CHLORIDE 100 ML		
		DURATION:	
(3)	Infusion Rate: INFUSE OVER 10 MIN.	* (4)	Start: 03/19/01 11:30
* (5)	Med Route: IVPB	* (6)	Stop: 03/20/01 24:00
* (7)	Schedule: QID		Last Fill: 03/19/01 14:57
(8)	Admin Times: 09-13-17-21		Quantity: 2
* (9)	Provider: INPATIENT-MEDS, PROVIDER [es]		Cum. Doses: 9
* (10)	Orderable Item: MULTIVITAMINS INJ		
	Instructions:		
(11)	Other Print: TESTING		
(12)	Remarks :		

+ Enter ?? for more actions

AC	Accept	ED	Edit
----	--------	----	------

Select Item(s): Next Screen// **AC** Accept

-----report continues-----

Example: Edit an Order (continued)

```
Orderable Item: MULTIVITAMINS INJ
Give: IVPB QID

[64]9111 ONE EAST 03/20/01
ABC,PATIENT B-12

MVI 100 ML
0.9% SODIUM CHLORIDE 100 ML

INFUSE OVER 10 MIN.
TESTING
QID
09-13-17-21
1[1]

Start date: MAR 19,2001 11:30 Stop date: MAR 20,2001 24:00

Is this O.K.: Y// <Enter> YES
REASON FOR ACTIVITY: <Enter>

7 Labels needed for doses due at ...

03/19/01 1300 : 03/19/01 1700 : 03/19/01 2100 : 03/20/01 0900 : 03/20/01 1300 :
03/20/01 1700 : 03/20/01 2100 :

      3         6         9         12        15        18        21        24
.....:.....:.....:.....:.....:.....:.....:.....:.....:
          P          ^          ^          ^          ^
                                N

Next delivery time is 1500 ***

Action (PB) P// BYPASS
```

If a field marked with an asterisk (*) to the left of the number is changed, the original order will be discontinued, and a new order containing the edited data will be created. The Stop Date/Time of the original order will be changed to the date/time the new edit order is accepted. The old and new orders are linked and may be viewed using the History Log function. When the screen is refreshed, the message, “This change will cause a new order to be created”, will be displayed.

ACTIVE IV	Apr 02, 2001 20:55:35	Page:	1 of 2
ABC,PATIENT	Ward: ONE EAST		
PID: 123-45-9111	Room-Bed: B-12	Ht (cm):	()
DOB: 08/18/20 (80)		Wt (kg):	()
* (1) Additives:	Order number: 41	Type:	PIGGYBACK
MVI 1 ML			
(2) Solutions:			
DEXTROSE 10% 1000 ML			
		DURATION:	
(3) Infusion Rate: INFUSE OVER 10 MIN.	* (4) Start:	04/02/01	20:55
* (5) Med Route: IV	* (6) Stop:	04/03/01	24:00
* (7) Schedule: QD	Last Fill:	*****	
(8) Admin Times: 1440	Quantity:	0	
* (9) Provider: INPATIENT-MEDS,PROVIDER [es]	Cum. Doses:		
* (10) Orderable Item: MVI INJ			
Instructions:			
(11) Other Print:			
+			
Enter ?? for more actions			
DC	Discontinue	ED	Edit
AL		Activity Logs	
HD	Hold	RN	Renew
FL	Flag	OC	On Call
Select Item(s): Next Screen// 5			
MED ROUTE: IV// IVPB IV PIGGYBACK IVPB			

```

ACTIVE IV                      Apr 02, 2001 20:56:21                      Page:      1 of      2
ABC,PATIENT                    Ward: ONE EAST
  PID: 123-45-9111             Room-Bed: B-12                Ht(cm): _____ (_____)
  DOB: 08/18/20 (80)          Wt(kg): _____ (_____)

* (1) Additives:                Order number: 41                Type: PIGGYBACK
      MVI 1 ML
(2) Solutions:
      DEXTROSE 10% 1000 ML

      DURATION:
(3) Infusion Rate: INFUSE OVER 10 MIN.      * (4) Start: 04/02/01 20:55
* (5) Med Route: IVPB                        * (6) Stop: 04/03/01 24:00
* (7) Schedule: QD                          Last Fill: *****
(8) Admin Times: 1440                      Quantity: 0
* (9) Provider: INPATIENT-MEDS,PROVIDER [es] Cum. Doses:
* (10) Orderable Item: MVI INJ
      Instructions:
(11) Other Print:
(12) Remarks :

+      Enter ?? for more actions
AC  Accept                ED  Edit
Select Item(s): Next Screen// AC  Accept

Orderable Item: MVI INJ
Give: IVPB QD

[41]1112  OBSERVATION  04/02/01
ABC,PATIENT  NF

MVI 1 ML
DEXTROSE 10% 1000 ML

Dose due at: _____
INFUSE OVER 10 MIN.
QD
1440
Fld by:          Chkd by:
1[1]

Start date: APR 2,2001 20:56  Stop date: APR 3,2001 24:00
*** This change will cause a new order to be created. ***

```

-----report continues-----

Example: Edit an Order and Create a New Order (continued)

Is this O.K.: Y// <Enter> YES
NATURE OF ORDER: SERVICE CORRECTION// <Enter> S.

Original order discontinued...

3 6 9 12 15 18 21 24
.....
P
N

Next delivery time is 1100 ***

Action (PBS) B// <Enter> BYPASS

ACTIVE IV	Apr 02, 2001 20:58:37	Page:	1 of 2
ABC,PATIENT	Ward: ONE EAST		
PID: 123-45-9111	Room-Bed: B-12	Ht (cm):	()
DOB: 08/18/20 (80)		Wt (kg):	()

* (1) Additives: Order number: 42 Type: PIGGYBACK
MVI 1 ML
(2) Solutions:
DEXTROSE 10% 1000 ML
DURATION:
(3) Infusion Rate: INFUSE OVER 10 MIN. * (4) Start: 04/02/01 20:56
* (5) Med Route: IVPB * (6) Stop: 04/03/01 24:00
* (7) Schedule: QD Last Fill: *****
(8) Admin Times: 1440 Quantity: 0
* (9) Provider: INPATIENT-MEDS, PROVIDER [es] Cum. Doses:
* (10) Orderable Item: MVI INJ
Instructions:
(11) Other Print:

+ Enter ?? for more actions

DC	Discontinue	ED	Edit	AL	Activity Logs
HD	Hold	RN	Renew		
FL	Flag	OC	On Call		

Select Item(s): Next Screen//Select Item(s): Next Screen// **AL** Activity Logs
(A)ctivity (L)abel (H)istory: **H** History Log

DEVICE: HOME// <Enter> NT/Cache virtual TELNET terminal Right Margin: 80// <Enter>

Patient: ABC,PATIENT Status: DISCONTINUED

* (1) Additives: Order number: 41 Type: PIGGYBACK
MVI 1 ML
(2) Solutions:
DEXTROSE 10% 1000 ML
DURATION:
(3) Infusion Rate: INFUSE OVER 10 MIN. * (4) Start: 04/02/01 20:55
* (5) Med Route: IV * (6) Stop: 04/02/01 20:57
* (7) Schedule: QD Last Fill: *****
(8) Admin Times: 1440 Quantity: 0
* (9) Provider: INPATIENT-MEDS, PROVIDER [es] Cum. Doses:
* (10) Orderable Item: MVI INJ
Instructions:
(11) Other Print:

(12) Remarks :
Entry By: INPATIENT-MEDS, PHARMACIS Entry Date: 04/02/01 20:55
Enter RETURN to continue or '^' to exit: <Enter>

-----report continues-----

Example: Edit an Order and Create a New Order (continued)

```
-----
Patient: ABC,PATIENT                               Status: ACTIVE
* (1) Additives:          Order number: 42          Type: PIGGYBACK
      MVI 1 ML
(2) Solutions:
      DEXTROSE 10% 1000 ML
                                DURATION: TST ISC ROOM
(3) Infusion Rate: INFUSE OVER 10 MIN.      * (4) Start: 04/02/01 20:56
* (5) Med Route: IVPB                      * (6) Stop: 04/03/01 24:00
* (7) Schedule: QD                        Last Fill: *****
(8) Admin Times: 1440                      Quantity: 0
* (9) Provider: INPATIENT-MEDS,PROVIDER [es] Cum. Doses:
* (10) Orderable Item: MVI INJ
      Instructions:
(11) Other Print:

(12) Remarks :
      Entry By: INPATIENT-MEDS,PHARMACIS      Entry Date: 04/02/01 20:56
Enter RETURN to continue or '^' to exit: <Enter>
(A)ctivity (L)abel (H)istory: ^
```

If the Dispense Drug tied to the Additive, Solution, and/or Orderable Item has a non-formulary status, this status will be displayed on the screen as “*N/F*” beside the Additive, Solution, and/or Orderable Item.

Change the Volume of a Solution

There are times when the pharmacist will need to change the volume of the solution for one specific order. The syringe type of order does have a separate volume prompt so the user will not have to add any steps. For other types, the user can simply enter an order and then edit it to change the volume, or use the following method:

An order calls for 25 ML of D5W, but when D5W is selected, there is no solution in the file with that volume.

- Choose the solution that is most like the one needed (e.g., D5W 50 ML). In this example, D5W 50 ML is now the selected solution.
- At the next prompt, enter the characters <^**SOL**> and choose the solution just entered.
- The next prompt is “SOLUTION: (DEFAULT) //”. Enter the characters <^**VOL**>.
- The prompt “VOLUME: (DEFAULT) //” will be displayed.
- Change the volume for this specific order to the desired volume (the example below shows 25). The terminal dialog follows:

Example: Change the Volume of a Solution

```
Select SOLUTION:  D5W      50ML
INFUSION RATE:   ^SOL
Select SOLUTION: D5W//    <Enter>
SOLUTION:  D5W //      <Enter>
VOLUME:  50 ML //    25      ML
```

4.2.4.3. Verify

Orders must be accepted and verified before they can become active and are included on the BCMA Virtual Due List (VDL). If AUTO-VERIFY is enabled for the pharmacist, new orders immediately become active after entry or finish (pending orders entered through CPRS). Orders verified by nursing prior to pharmacy verification are displayed on the profile under the active header marked with an arrow (->) to the right of the order number.



AUTO-VERIFY is controlled by the ALLOW AUTO-VERIFY FOR USER field in the INPATIENT USER PARAMETERS file. For more information on the Auto-Verify function, see the Edit User Parameters section of the Pharmacy Supervisor Manual.

If the Dispense Drug or Orderable Item has a non-formulary status, this status will be displayed on the screen as “*N/F*” beside the Dispense Drug or Orderable Item.

Example: Verify an Order

NON-VERIFIED IV	Feb 28, 2002@13:56:44	Page: 1 of 2
-----------------	-----------------------	--------------

ABC, PATIENT	Ward: ONE EAST	
PID: 123-45-9111	Room-Bed: B-12	Ht (cm): _____ (_____)
DOB: 08/18/20 (81)		Wt (kg): _____ (_____)
Sex: MALE	Admitted: 05/03/00	
Dx: TESTING	Last transferred: *****	

* (1) Additives:	Type: PIGGYBACK
MULTIVITAMINS 2 ML	
(2) Solutions:	
0.9% SODIUM CHLORIDE 100 ML	
(3) Infusion Rate: INFUSE OVER 125 MIN.	DURATION:
(4) Start: 02/28/02 13:56	
* (5) Med Route: IV	(6) Stop: 03/30/02 24:00
* (7) Schedule: QID	Last Fill: *****
(8) Admin Times: 09-13-17-21	Quantity: 0
* (9) Provider: PROVIDER, PAULA [es]	Cum. Doses:
* (10) Orderable Item: MULTIVITAMINS INJ	
Instructions:	
(11) Other Print:	

+ Enter ?? for more actions

DC Discontinue	RN (Renew)	VF Verify
HD (Hold)	OC (On Call)	FL Flag
ED Edit	AL Activity Logs	

Select Item(s): Next Screen// **VF**

3	6	9	12	15	18	21	24
.....							
P							
N							

Next delivery time is 1330 ***

Action (PB) B// **<Enter>** BYPASS

Inpatient Order Entry		Mar 07, 2002@13:01:56		Page: 1 of 1	
ABC,PATIENT		Ward: ONE EAST			
PID: 123-45-9111	Room-Bed: B-12	Ht (cm):	()
DOB: 08/18/20 (81)		Wt (kg):	()
Sex: MALE		Admitted:	05/03/00		
Dx: TESTING		Last transferred:	*****		
- - - - - A C T I V E - - - - -					
1 d->in 0.9% SODIUM CHLORIDE 1000 ML 125 ml/hrC		03/07	03/07	E	
2 d->in 5% DEXTROSE 50 ML 125 ml/hr		C 03/06	03/06	E	
3 CEPHAPIRIN 1 GM		C 03/04	03/09	A	
in DEXTROSE 5% IN N. SALINE 1000 ML QID					
4 d->ASPIRIN CAP,ORAL		O 03/07	03/07	E	
Give: 650MG PO NOW					
- - - - - P E N D I N G - - - - -					
5 in DEXTROSE 10% 1000 ML 125 ml/hr		? *****	*****	P	
Enter ?? for more actions					
PI Patient Information	SO Select Order				
PU Patient Record Update	NO New Order Entry				
Select Action: Quit// 1					

```

EXPIRED IV (DONE)                Mar 07, 2002@13:02:26                Page:      1 of      2
ABC,PATIENT                      Ward: ONE EAST
  PID: 123-45-9111                Room-Bed: B-12                Ht(cm):      (      )
  DOB: 08/18/20 (81)              Wt(kg):      (      )

* (1) Additives:                  Order number: 483                Type: ADMIXTURE
* (2) Solutions:
    0.9% SODIUM CHLORIDE 1000 ML  *N/F*
                                DURATION:
* (3) Infusion Rate: 125 ml/hr    * (4) Start: 03/07/02 12:59
* (5) Med Route: IV               * (6) Stop: 03/07/02 12:59
BCMA ORDER LAST ACTION: 03/07/02 12:59 Infusing
* (7) Schedule:                  Last Fill: *****
    (8) Admin Times:             Quantity: 0
* (9) Provider: INPATIENT-MEDS,PROVIDER [es] Cum. Doses:
    (10) Other Print:
        Provider Comments: TESTING

(11) Remarks :
+      Enter ?? for more actions
DC  (Discontinue)      RN  (Renew)      VF  (Verify)
HD  (Hold)             OC  (On Call)     FL  Flag
ED  (Edit)             AL  Activity Logs
Select Item(s): Next Screen// VF Verify

      3      6      9      12      15      18      21      24
.....:.....:.....:.....:.....:.....:.....:.....:.....
              A
                        N

Next delivery time is 1500 ***

Action (PB) B// <Enter>      BYPASS

      Select one of the following:

          Y      Yes
          N      No

Do you want to enter a Progress Note: No// <Enter>

```



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4.2.4.4. Hold

Only active orders may be placed on hold. Orders placed on hold will continue to show under the ACTIVE heading on the profiles until removed from hold. Any orders placed on hold through the pharmacy options cannot be released from hold using any of the CPRS options. An entry is placed in the order's Activity Log recording the user who placed/removed the order from hold and when the action was taken.

Example: Place an Order on Hold

ACTIVE IV	Sep 28, 2000 13:36:31	Page:	1 of	2
ABC, PATIENT Ward: 1 EAST				
PID: 123-45-9111	Room-Bed: B-12	Ht (cm):	()	
DOB: 08/18/20 (80)		Wt (kg):	()	
* (1) Additives: Order number: 333 Type: PIGGYBACK <DIN>				
MULTIVITAMINS 1 ML				
(2) Solutions:				
0.9% NACL 500 ML				
DURATION:				
(3) Infusion Rate:		* (4) Start:	09/27/00	13:00
* (5) Med Route: IVPB		* (6) Stop:	10/02/00	16:54
* (7) Schedule: QID PRN		Last Fill:	*****	
(8) Admin Times: 09-13-17-21		Quantity:	0	
* (9) Provider: INPATIENT-MEDS, PROVIDER [es]		Cum. Doses:		
* (10) Orderable Item: MULTIVITAMINS INJ *N/F*				
Instructions: Doctor's order.				
(11) Other Print: THIS IS AN INPATIENT IV EXAMPLE.				
+ Enter ?? for more actions				
DC Discontinue	ED Edit	AL	Activity Logs	
HD Hold	RN Renew			
FL Flag	OC On Call			
Select Item(s): Next Screen// HD Hold				
NATURE OF ORDER: WRITTEN// <Enter>				
REASON FOR ACTIVITY: <Enter>				

Inpatient Order Entry	Sep 28, 2000 13:37:57	Page:	1 of	1
ABC, PATIENT Ward: 1 EAST				
PID: 123-45-9111	Room-Bed: B-12	Ht (cm):	()	
DOB: 08/18/20 (80)		Wt (kg):	()	
Sex: MALE		Admitted:	05/03/00	
Dx: TESTING		Last transferred:	*****	
- - - - - A C T I V E - - - - -				
1	MULTIVITAMINS 1 ML	C	09/27	10/02 H
	in 0.9% NACL 500 ML QID PRN			
- - - - - P E N D I N G - - - - -				
2	AMPICILLIN INJ	?	*****	***** P
	Give: 1MG IVPB QID			
3	PROPRANOLOL TAB	?	*****	***** P
	Give: 10MG PO TID			
Enter ?? for more actions				
PI Patient Information	SO Select Order			
PU Patient Record Update	NO New Order Entry			
Select Action: Quit//				

Notice that the order shows a status of "H" for hold in the right side of the Multivitamins order.

If the Dispense Drug tied to the Additive, Solution, and/or Orderable Item has a non-formulary status, this status will be displayed on the screen as “*N/F*” beside the Additive, Solution, and/or Orderable Item.

4.2.4.5. Renew

Only active orders or those that have been expired no more than four days may be renewed. The default Start Date/Time for a renewal order will be determined by one of the following methods:

1. If a BCMA action is recorded as Given or Refused on the renewed order and the order contains administration times, the new start date will be calculated by adding the frequency of the order to the scheduled administration time against which the last action was recorded. The new start date will be used if it is in the future and it is less than the original stop date.
2. If a BCMA action is recorded as Given or Refused on the renewed order and the order does not have administration times, the new start date will be calculated by adding the frequency of the order to the BCMA administered time and rounding up to the next hour. The new start date will be used if it is in the future and it is less than the original stop date.
3. If no BCMA action has been recorded on the renewed order or an action other than Given or Refused has been recorded, the start date for the renewed order will be calculated using the Default Start Date Calculation ward parameter. These parameters are as follows:
 - **Default Start Date Calculation = NOW**
The default Start Date/Time for the renewal order will be the order’s Login Date/Time.
 - **Default Start Date Calculation = USE NEXT ADMIN TIME**
The original order’s Start Date/Time, the new order’s Login Date/Time, Schedule, and Administration Times are used to find the next date/time the order is to be administered after the new order’s Login Date/Time. If the schedule contains “PRN”, any administration times for the order are ignored.
 - **Default Start Date Calculation = USE CLOSEST ADMIN TIME**
The original order’s Start Date/Time, the new order’s Login Date/Time, Schedule, and Administration Times are used to find the closest date/time the order is to be administered after the new order’s Login Date/Time. If the schedule contains “PRN”, any administration times for the order are ignored.



Note: Only the regular finish and regular renew orders will calculate the start date using BCMA administered time. Speed finish and speed renew will not be affected.

After the new (renewal) order is accepted, the Start Date/Time for the new order becomes the Stop Date/Time for the original (renewed) order. The original order's status is changed to RENEWED. The renewal and renewed orders are linked and may be viewed using the History Log function. Once an order has been renewed, the original order may not be renewed or edited.

Examples:

- 1a. Standard schedule of Q12H. Administration times of 09 – 21. The 09:00 dose was administered at 08:45. The frequency in the order is 720. The order is renewed at 09:45. The start time of the new order is 21:00.
- 1b. Standard schedule of Q12H. Administration times of 10 – 19. The 10:00 dose was administered at 10:15. The frequency is 720. The order is renewed at 10:30. The start time of the new order is 22:00. The frequency for the schedule is 12 hours, but the administration times are only 9 hours apart. The system uses the frequency, not the textual information in the ADMINISTRATION TIME field.
2. Non-standard schedule of Q7H. The last dose was administered at 11:35. The frequency is 420. The order is renewed at 13:00. The last dose (11:35) plus the seven hours would be 18:35. Then, it's rounded up to the next hour. The start time of the new order is 19:00.
- 3a. (NOW) Order renewed at 13:52. The start time of the new order is 13:52.
- 3b. (NEXT) Scheduled administration times are 10 – 14 – 18 – 22. Order renewed at 14:35. The start time of the new order is 18:00.
- 3c. (CLOSEST) Scheduled administration times are 09 – 13 – 17 – 21. Order renewed at 13:20. The start time of the new order is 13:00.

4.2.4.6. Activity Log

This action allows the viewing of an activity log, label log, or a history log of the order. An activity log provides a trace of every action taken on an order since the original entry. If a history log is selected, it will find the first order, linked to the order where the history log was invoked from, then show an order view of each order associated with it, in the order that they were created. When a label log is selected, it shows the print, tracking, and counting information on the labels for the order.

Example: Activity Log

ACTIVE IV	Feb 20, 2002@15:55:14	Page: 1 of 2
ABC, PATIENT		
PID: 101-10-2342	Ward: 7A GEN	
DOB: 10/10/49 (52)	Room-Bed: 726-B	Ht (cm): ()
		Wt (kg): ()

* (1) Additives: Order number: 445 Type: ADMIXTURE
 POTASSIUM CHLORIDE XXXXXXXXXXXX 35 MEQ

* (2) Solutions:
 DEXTROSE 5% 1/2 NS 1000 ML

* (3) Infusion Rate: 80 ml/hr * (4) DURATION:
 * (5) Med Route: IV * (6) Start: 02/20/02 15:46
 * (6) Stop: 02/20/02 24:00

BCMA ORDER LAST ACTION: 02/20/02 15:50 Infusing*

* (7) Schedule: Last Fill: 02/20/02 15:55
 * (8) Admin Times: Quantity: 1
 * (9) Provider: INPATIENT-MEDS, PROVIDER [es] Cum. Doses: 1
 (10) Other Print:

(11) Remarks :

+ Enter ?? for more actions

DC Discontinue	RN Renew	VF (Verify)
HD Hold	OC On Call	FL Flag
ED Edit	AL Activity Logs	

Select Item(s): Next Screen// **AL** Activity Logs
 (A)ctivity (L)abel (H)istory: **Activity Log**

ACTIVITY LOG:

#	DATE	TIME	REASON	USER
1	FEB 20, 2002	15:55:09	COMPLETE	INPATIENT-MEDS, PHARMACIST
			Comment: DISCONTINUED (EDIT)	
2	FEB 20, 2002	15:55:12	VERIFY	INPATIENT-MEDS, PHARMACIST
			Comment: ORDER VERIFIED BY PHARMACIST	

(A)ctivity (L)abel (H)istory: **Label Log**

LABEL LOG:

#	DATE/TIME	ACTION	USER	#LABELS	TRACK	COUNT
1	FEB 20, 2002@15:55:12	DISPENSED	TULSA, LARRY	1	ORDER ACTION	YES

Enter RETURN to continue or '^' to exit: **<Enter>**

Unique IDs for this order:

Label	Date/Time	Unique ID	Status	Count	BCMA Action - Date/Time
02/20/02	15:55	739V443		YES	

-----report continues-----

Example: Activity Log (continued)

```
(A)ctivity (L)abel (H)istory: History Log
DEVICE: HOME// <Enter> NT/Cache virtual TELNET terminal    Right Margin: 80// <Enter>

-----
Patient: ABC,PATIENT                                Status: DISCONTINUED

*(1) Additives:                Order number: 444                Type: ADMIXTURE
      POTASSIUM CHLORIDE XXXXXXXXXXXX 35 MEQ
*(2) Solutions:
      DEXTROSE 5% 1/2 NS 1000 ML

                                     DURATION:
*(3) Infusion Rate: 80 ml/hr                *(4) Start: 02/20/02  15:46
*(5) Med Route: IV                        *(6) Stop: 02/20/02  15:55
BCMA ORDER LAST ACTION: 02/20/02 15:50 Infusing
*(7) Schedule:                                Last Fill: 02/20/02  15:46
*(8) Admin Times:                            Quantity: 2
*(9) Provider: INPATIENT-MEDS,PROVIDER [es] Cum. Doses: 2
*(10) Other Print:

(11) Remarks :
      Entry By: TULSA,LARRY                    Entry Date: 02/20/02  15:46
Enter RETURN to continue or '^' to exit: <Enter>


-----
Patient: ABC,PATIENT                                Status: ACTIVE


*(1) Additives:                Order number: 445                Type: ADMIXTURE
      POTASSIUM CHLORIDE XXXXXXXXXXXX 35 MEQ
*(2) Solutions:
      DEXTROSE 5% 1/2 NS 1000 ML

                                     DURATION:
*(3) Infusion Rate: 80 ml/hr                *(4) Start: 02/20/02  15:46
*(5) Med Route: IV                        *(6) Stop: 02/20/02  24:00
BCMA ORDER LAST ACTION: 02/20/02 15:50 Infusing*
*(7) Schedule:                                Last Fill: 02/20/02  15:55
*(8) Admin Times:                            Quantity: 1
*(9) Provider: INPATIENT-MEDS,PROVIDER [es] Cum. Doses: 1
*(10) Other Print:

(11) Remarks :
      Entry By: INPATIENT-MEDS,PHA                Entry Date: 02/20/02  15:55
Enter RETURN to continue or '^' to exit: <Enter>
(A)ctivity (L)abel (H)istory:
```

4.2.4.7. Finish

 Users must hold the PSJ RPHARM key for the ability to finish orders placed through CPRS.

 Pharmacy Technicians must hold the PSJI PHARM TECH key for the ability to finish orders placed through CPRS. These users are not allowed to verify orders, only finish orders.

When an order is placed or renewed by a provider through CPRS, the pharmacist needs to finish this order. The same procedures are followed to finish the renewed order as to finish a new order.

```
PENDING IV (ROUTINE)                Sep 07, 2000 16:11:42                Page:      1 of      2
ABC,PATIENT                        Ward: 1 EAST
  PID: 123-45-9111                Room-Bed: B-12                Ht(cm):      (      )
  DOB: 08/18/20 (80)                Wt(kg):      (      )

(1)  Additives:                                Type:
(2)  Solutions:                                DURATION:
(3)  Infusion Rate:                        (4)  Start:  *****
                                           REQUESTED START: 09/07/00  09:00
* (5)    Med Route: IVPB                        (6)  Stop:  *****
* (7)    Schedule: QID                        Last Fill:  *****
(8)    Admin Times: 01-09-15-20                Quantity:  0
* (9)    Provider: INPATIENT-MEDS,PROVIDER [es] Cum. Doses:
* (10) Orderable Item: AMPICILLIN INJ
      Instructions:
(11) Other Print:
      Provider Comments: THIS IS AN INPATIENT IV EXAMPLE.
+      Enter ?? for more actions
DC  Discontinue                FL  (Flag)
ED  Edit                      FN  Finish
Select Item(s): Next Screen// FN  Finish
COMPLETE THIS ORDER AS IV OR UNIT DOSE? IV// IV
Copy the Provider Comments into Other Print Info? Yes//  YES
IV TYPE: PB
CHOOSE FROM:
      A  ADMIXTURE
      C  CHEMOTHERAPY
      H  HYPERAL
      P  PIGGYBACK
      S  SYRINGE
Enter a code from the list above.
  Select one of the following:
      A  ADMIXTURE
      C  CHEMOTHERAPY
      H  HYPERAL
      P  PIGGYBACK
      S  SYRINGE
IV TYPE: PIGGYBACK
      **AUTO STOP 7D**
This patient is already receiving an order for the following drug in the same
class as AMPICILLIN INJ 2GM:
      AMPICILLIN CAP INJ                C  09/07  09/21  A
      Give: 250MG PO QID
Do you wish to continue entering this order? NO// Y
Select ADDITIVE: AMPICILLIN//  <Enter>
ADDITIVE: AMPICILLIN//  <Enter>
Restriction/Guideline(s) exist.  Display? :  (N/D): No// D
Dispense Drug Text:
      Refer to PBM/MAP PUD treatment guidelines
      RESTRICTED TO NEUROLOGY
(The units of strength for this additive are in GM)
Strength: 1 GM
Select ADDITIVE: <Enter>
Select SOLUTION: 0.9
      1  0.9% NACL                500 ML
      2  0.9% NACL                100 ML
      3  0.9% NACL                50 ML
      4  0.9% NaCl                250 ML
      BT
CHOOSE 1-4: 2  0.9% NACL                100 ML
INFUSION RATE: <Enter>
```

-----report continues-----



Note: When the CPRS patch, OR*3*141, is installed on the user's system AND the order is electronically signed through the CPRS package, the electronically signed abbreviation, [es] in brackets, will appear next to the Provider's Name on the order.

Example: Finish an Order Without a Duration (continued)

PENDING IV (ROUTINE)	Sep 07, 2000 16:23:46	Page:	1 of	2
ABC, PATIENT Ward: 1 EAST				
PID: 123-45-9111	Room-Bed: B-12	Ht (cm):	()
DOB: 08/18/20 (80)		Wt (kg):	()
(1) Additives: Type: PIGGYBACK <DIN>				
AMPICILLIN 1 GM				
(2) Solutions:				
0.9% NACL 100 ML				
DURATION:				
(3) Infusion Rate:	(4) Start:	09/07/00	15:00	
	REQUESTED START:	09/07/00	09:00	
* (5) Med Route: IVPB	(6) Stop:	09/14/00	16:54	
* (7) Schedule: QID	Last Fill:	*****		
(8) Admin Times: 01-09-15-20	Quantity:	0		
* (9) Provider: INPATIENT-MEDS, PROVIDER [es]	Cum. Doses:			
* (10) Orderable Item: AMPICILLIN INJ				
Instructions:				
(11) Other Print: THIS IS AN INPATIENT IV EXAMPLE.				
+ Enter ?? for more actions				
AC Accept	ED Edit			
Select Item(s): Next Screen// AC				

```

Orderable Item: AMPICILLIN INJ
Give: IVPB QID

9111 1 EAST 09/07/00
ABC, PATIENT B-12

AMPICILLIN 1 GM
0.9% NACL 100 ML

Dose due at:

THIS IS AN INPATIENT IV EXAMPLE
QID
01-09-15-20
M2***
Fld by:      Chkd by:
1[1]

Start date: SEP 7,2000 15:00   Stop date: SEP 14,2000 16:54

Is this O.K.? YES//  <Enter>

```

The Requested Start date/time value is added to the order view to indicate the date/time requested by the provider to start the order. This date/time is the CPRS Expected First Dose when no duration is received from CPRS.

Example: Finish an Order With a Duration

PENDING IV (ROUTINE)	Sep 07, 2000 16:11:42	Page: 1 of 2
----------------------	-----------------------	--------------

ABC, PATIENT Ward: 1 EAST
PID: 123-45-9111 Room-Bed: B-12 Ht (cm): ()
DOB: 08/18/20 (80) Wt (kg): ()

(1) Additives: Type:
(2) Solutions: DURATION: 10 DAYS
(3) Infusion Rate: (4) Start: *****
* (5) Med Route: IVPB (6) Stop: *****
* (7) Schedule: QID Last Fill: *****
(8) Admin Times: 01-09-15-20 Quantity: 0
* (9) Provider: INPATIENT-MEDS, PROVIDER [es] Cum. Doses:
* (10) Orderable Item: AMPICILLIN INJ
Instructions:
(11) Other Print:
Provider Comments: THIS IS AN INPATIENT IV EXAMPLE.

+ Enter ?? for more actions

DC Discontinue FL (Flag)
ED Edit FN Finish
Select Item(s): Next Screen// **FN** Finish
COMPLETE THIS ORDER AS IV OR UNIT DOSE? IV// **IV**
Copy the Provider Comments into Other Print Info? Yes// **YES**
IV TYPE: **PB**
CHOOSE FROM:
 A ADMIXTURE
 C CHEMOTHERAPY
 H HYPERAL
 P PIGGYBACK
 S SYRINGE

Enter a code from the list above.

 Select one of the following:
 A ADMIXTURE
 C CHEMOTHERAPY
 H HYPERAL
 P PIGGYBACK
 S SYRINGE

IV TYPE: **PIGGYBACK**
 AUTO STOP 7D

This patient is already receiving an order for the following drug in the same class as AMPICILLIN INJ 2GM:

 AMPICILLIN CAP INJ C 09/07 09/21 A
 Give: 250MG PO QID

Do you wish to continue entering this order? NO// **Y**
Select ADDITIVE: AMPICILLIN// **<Enter>**
ADDITIVE: AMPICILLIN// **<Enter>**
Restriction/Guideline(s) exist. Display? : (N/D): No// **D**

Dispense Drug Text:

 Refer to PBM/MAP PUD treatment guidelines
 RESTRICTED TO NEUROLOGY
 (The units of strength for this additive are in GM)
 Strength: **1 GM**
 Select ADDITIVE: **<Enter>**

-----report continues-----

Example: Finish an Order With a Duration (continued)

```
Select SOLUTION: 0.9
  1   0.9% NACL           500 ML
  2   0.9% NACL           100 ML
  3   0.9% NACL           50 ML
  4   0.9% NaCl           250 ML
      BT
CHOOSE 1-4: 2   0.9% NACL           100 ML
INFUSION RATE:  <Enter>
```

```
PENDING IV (ROUTINE)      Sep 07, 2000 16:23:46      Page: 1 of 2
ABC, PATIENT              Ward: 1 EAST
PID: 123-45-9111          Room-Bed: B-12      Ht (cm): ( )
DOB: 08/18/20 (80)        Wt (kg): ( )

(1) Additives:                                Type: PIGGYBACK  <DIN>
    AMPICILLIN 1 GM
(2) Solutions:
    0.9% NACL 100 ML
                                DURATION: 10 DAYS
(3) Infusion Rate:                (4) Start: 09/07/00 09:00
                                Calc Start: 09/07/00 08:13
*(5) Med Route: IVPB              (6) Stop: 09/17/00 09:00
                                Calc Stop: 09/22/00 24:00
*(7) Schedule: QID                Last Fill: *****
(8) Admin Times: 01-09-15-20      Quantity: 0
*(9) Provider: INPATIENT-MEDS, PROVIDER [es] Cum. Doses:
*(10) Orderable Item: AMPICILLIN INJ
    Instructions:
(11) Other Print: THIS IS AN INPATIENT IV EXAMPLE.
+ Enter ?? for more actions
AC Accept      ED Edit
Select Item(s): Next Screen// AC
```

-----report continues-----



Note: When the CPRS patch, OR*3*141, is installed on the user's system AND the order is electronically signed through the CPRS package, the electronically signed abbreviation, [es] in brackets, will appear next to the Provider's Name on the order.

Example: Finish an Order With a Duration (continued)

```
Orderable Item: AMPICILLIN INJ
Give: IVPB QID

9111 1 EAST 09/07/00
ABC,PATIENT B-12

AMPICILLIN 1 GM
0.9% NACL 100 ML

Dose due at:

THIS IS AN INPATIENT IV EXAMPLE
QID
01-09-15-20
M2***
Fld by: _____ Chkd by: _____
1[1]

Start date: SEP 7,2000 09:00 Stop date: SEP 17,2000 09:00

Is this O.K.? YES// <Enter>
```

The calculated Start Date/Time (Calc Start) and the Stop Date/Time (Calc Stop) will display according to how the following Inpatient Ward Parameters settings are configured:

DAYS UNTIL STOP DATE/TIME:

DAYS UNTIL STOP FOR ONE-TIME:

SAME STOP DATE ON ALL ORDERS:

TIME OF DAY THAT ORDERS STOP:

DEFAULT START DATE CALCULATION:

The CPRS Expected First Dose will display as the default Start Date/Time when a duration is received from CPRS.

The default Stop Date/Time is derived from the CPRS Expected First Dose and the duration, when the duration is available from CPRS.



Note: When an order is placed through CPRS prior to the next administration time of the schedule for the order, the Expected First Dose will be today at the next administration time. However, if the order is placed after the last administration time of the schedule for the order, the Expected First Dose will be the next administration time. This Expected First Dose date/time is seen through CPRS and is always based on the logic of using "next administration time", regardless of what the site has set for the ward parameter. The Expected First Dose displayed in CPRS displays as Requested Start Date/Time on the order view if no duration is received from CPRS. The Expected First Dose displays as the default Start Date/Time on the order view when a duration is received.

When more than one IV Additive/Solution is tied to the same Orderable Item, the user shall be presented with a list of selectable Additives and Solutions to choose from for that order.

A prompt is added to the finishing process, “COMPLETE THIS ORDER AS IV OR UNIT DOSE?” to determine if the user should complete the order as either an IV or Unit Dose order. The prompt will be displayed only if the user selected the *Inpatient Order Entry* option to finish the order. Also, the prompt will appear only if the correct combination of the entry in the IV FLAG in the MEDICATION ROUTES file and the entry in the APPLICATION PACKAGES’ USE field in the DRUG file for the order’s Dispense Drug are found. The following table will help explain the different scenarios:

IV FLAG in the MEDICATION ROUTES file	Dispense Drug’s Application Use	Which Order View screen will be displayed to the user	Special Processing
IV	IV	IV	None
IV	Unit Dose	Unit Dose	Prompt user to finish order as IV or Unit Dose
IV	IV and Unit Dose	IV	Prompt user to finish order as IV or Unit Dose
Non-IV	IV	IV	Prompt user to finish order as IV or Unit Dose
Non-IV	Unit Dose	Unit Dose	None
Non-IV	IV and Unit Dose	Unit Dose	Prompt user to finish order as IV or Unit Dose

If the Dispense Drug tied to the Additive, Solution, or Orderable Item has a non-formulary status, this status will be displayed on the screen as “*N/F*” beside the Additive, Solution, or Orderable Item.

IV Fluid Orders

IV Fluid orders will default to IV Admixture when finished by pharmacy. These orders are passed to pharmacy with data in the following fields:

- Additive with Strength (optional; multiple additives allowed)
- Solution with volume (required; multiple solutions allowed)
- Infusion Rate
- Priority
- Provider Comments (optional)

After the order is selected, default values for the remaining fields will be determined as is done for admixture orders entered through pharmacy, and an order view will then be displayed. The pharmacist may Edit, Discontinue, or Finish the order. If Finish is chosen, the order is checked to be sure the information is correct and complete, and the order is redisplayed with actions of Accept or Edit. If problems are found (provider or drugs inactive, start or stop dates invalid, etc.), the order cannot be accepted and finished until the problem is corrected. If a situation is encountered where more information is needed before the order can be processed, the user can enter an ^ and no changes will be saved for the order. If the order is correct, it may be accepted and the order will become active.

4.2.4.8. On Call

The pharmacist can place the order On Call or remove the order from an On Call status. The order placed On Call will not generate any labels. Providers cannot take any actions, except to discontinue the order, through CPRS if the order is placed On Call by the pharmacist.

4.2.4.9. Flag



This option is only available to those users who hold the PSJ RPHARM key.

The flag action is available to alert the users that the order is incomplete or needs clarification. Flagging is applied to any orders that need more information or corrections from the clinician. When the user flags the order, an alert is sent to the specified user defining the information that is needed to process the medication order. The specified user can send a return alert with the needed information. The Activity Log will record the flagging activities including acknowledgement that the alert was viewed. The flag action can be performed in either CPRS or in Inpatient Medications.

When a flagged order appears on the order view, the order number on the right hand side will be highlighted using reverse video. The nurse, or any user without the PSJ RPHARM key, does not have the ability to flag or un-flag orders; however, they can view the flagged or un-flagged comments via the Activity Log.

Example: Flagged Order

Unit Dose Order Entry	Aug 22, 2002@07:44:06	Page: 1 of 1
GEORGIA, PAUL Ward: 1 EAST		
PID: 444-11-2222	Room-Bed: B-5	Ht (cm): ()
DOB: 02/14/54 (48)		Wt (kg): ()
Sex: MALE		Admitted: 03/26/99
Dx: Sick		Last transferred: *****

- - - - - A C T I V E - - - - -						
1	DOXEPIN CAP, ORAL	C	08/09	11/05	A	
	Give: 200MG PO Q8H					
2	WARFARIN TAB	C	08/07	11/05	A	
	Give: 4MG PO TU-TH@2000					
3	WARFARIN TAB	C	08/14	11/05	A	
	Give: 7MG PO QPM					

Enter ?? for more actions

PI Patient Information	SO Select Order
PU Patient Record Update	NO New Order Entry

Select Action: Quit//

4.2.4.10. Speed Actions

From the list of orders in the patient's profile, the pharmacist can select one or more of the orders on which to take action. The pharmacist can quickly discontinue this patient's orders by selecting Speed Discontinue.



Note: Any orders placed through the Med Order Button cannot be Speed Discontinued.

4.2.5. IV Types

The following are the different types of IVs available in the Inpatient Medications package.

4.2.5.1. Admixture Type Order Entry

An admixture is a Large Volume Parenteral (LVP) solution intended for continuous parenteral infusion. It is composed of any number of additives (including zero) in one solution. An admixture runs continuously at a specified flow rate. When one bottle or bag is empty, another is hung.

The default answer for the "START DATE/TIME:" prompt is the Expected First Dose from CPRS when a duration is received. If no duration is received, the default answer is the NEXT or CLOSEST delivery time, or the order's login date/time, depending on the DEFAULT START DATE CALCULATION field in the INPATIENT WARD PARAMETERS file.

For the "STOP DATE/TIME:" prompt, the default answer is derived from the CPRS Expected First Dose plus the duration, if the duration is available.

When the duration is not received from CPRS, the default Stop Date shown is the least of the LVP'S GOOD FOR HOW MANY DAYS site parameter or the NUMBER OF DAYS FOR IV ORDER field (found in the IV ADDITIVES file) for all additives in this order. The Stop Time is determined by the STOP TIME FOR ORDER site parameter. The pharmacist can choose to take the default answer for the Start and Stop Date/Times, or change it.



Note: At the “START DATE/TIME:” prompt, a future date/time can be entered. The user will not be prompted for label actions at the end of order entry until that START DATE/TIME has been reached. The order will appear, however, on all reports.

At the “STOP DATE/TIME:” prompt, a DOSE limit can be entered (e.g., if the user only wants one bottle on the admixture order being entered, enter a **1** at the stop time and the program calculates the stop time). For example:

STOP DATE/TIME: FEB 27,2000@2200 // **1** Dose limit FEB 26,2000 10:00

4.2.5.2. Piggyback-Type Order Entry

A piggyback is a small volume parenteral solution used for intermittent infusion. It is usually composed of any number of additives, including zero, and one solution. The piggyback is given on a schedule (e.g., Q6H). Once the medication flows in, the piggyback is removed, and another is not hung until the administration schedule calls for it.

The default answer for the “START DATE/TIME:” prompt is the Expected First Dose from CPRS when a duration is received. If no duration is received, the default answer is the NEXT or CLOSEST delivery time, or the order's login date/time, depending on the DEFAULT START DATE CALCULATION field in the INPATIENT WARD PARAMETERS file.

For the “STOP DATE/TIME:” prompt, the default answer is derived from the CPRS Expected First Dose plus the duration, if the duration is available.

When the duration is not received from CPRS, the default Stop Date shown is the least of the PB'S GOOD FOR HOW MANY DAYS site parameter or the NUMBER OF DAYS FOR IV ORDER field (found in the IV ADDITIVES file) for all additives in this order. The Stop Time is determined by the STOP TIME FOR ORDER site parameter. The pharmacist can choose to take the default answer for the Start and Stop Date/Times, or change it.



Note: At the “START DATE/TIME:” prompt, a future date/time can be entered. The user will not be prompted for label actions at the end of order entry until that START DATE/TIME has been reached. The order will appear, however, on all reports.

At the “STOP DATE/TIME:” prompt, a dose limit can be entered (i.e., if the user only wants four bags on the piggyback order being entered, enter a **4** at the stop time) and the program calculates the stop date/time. For example:

STOP DATE/TIME: MARCH 12,2000@2200 // **4** Dose limit MAR 6,2000 03:00

4.2.5.3. Hyperal-Type Order Entry

Hyperalimentation (hyperal) is long-term feeding of a protein-carbohydrate solution. Electrolytes, fats, trace elements, and vitamins may be added. Since this solution generally provides all necessary nutrients, it is commonly referred to as Total Parenteral Nutrition (TPN). A hyperal is usually composed of many additives in two or more solutions (the hyperal must contain at least 1 solution). When the label prints, it shows the individual electrolytes that are contained in the additives that make up the hyperal order.

The default answer for the “START DATE/TIME:” prompt is the Expected First Dose from CPRS when a duration is received. If no duration is received, the default answer is the NEXT or CLOSEST delivery time, or the order’s login date/time, depending on the DEFAULT START DATE CALCULATION field in the INPATIENT WARD PARAMETERS file.

For the “STOP DATE/TIME:” prompt, the default answer is derived from the CPRS Expected First Dose plus the duration, if the duration is available.

When the duration is not received from CPRS, the default Stop Date shown is the least of the HYPERAL’S GOOD FOR HOW MANY DAYS site parameter or the NUMBER OF DAYS FOR IV ORDER field (found in the IV ADDITIVES file) for all additives in this order. The Stop Time is determined by the STOP TIME FOR ORDER site parameter. The pharmacist can choose to take the default answer for the Start and Stop Date/Times, or change it.



Note: At the “START DATE/TIME:” prompt, a future date/time can be entered. The user will not be prompted for label actions at the end of order entry until that Start Date/Time has been reached. The order will appear, however, on all reports.

At the “STOP DATE/TIME:” prompt, a dose limit can be entered (i.e., if the user only wants one bottle on the hyperal order being entered, enter a **1** at the stop time) and the program will calculate the stop time. For example:

STOP DATE/TIME: FEB 27,1992@2200 // **1** Dose limit FEB 26,1992 10:00

If the pharmacist enters additive quick codes, they will be handled like they are for an Admixture order.

4.2.5.4. Syringe-Type Order Entry

Once the pharmacist selects the syringe-type order, the system will prompt if the syringe is intermittent. If a syringe is continuous (not intermittent, the user will follow the same order entry procedure as in entering a hyperal or admixture order. If the syringe is intermittent, the user will follow the same order entry procedure as a piggyback order.

On all syringe orders, a separate volume prompt appears during order entry to allow any necessary volume changes to the solution (if any) for the order. The pharmacist should use caution during order entry of syringe types to ensure that the total volume for the syringe additive and solution is not greater than the total syringe volume. There is no “BOTTLE” prompt as in other order entry types, and a separate “SYRINGE SIZE” prompt appears during order entry to allow the user to enter the syringe size for the order. All syringe sizes are printed on the labels.

If the pharmacist uses additive quick codes for an intermittent syringe order, they will be handled like they are for piggyback orders. If quick codes are used for a continuous syringe order, they will be handled like they are for admixture orders.

4.2.5.5. Chemotherapy-Type Order Entry

Chemotherapy is the treatment and prevention of cancer with chemical agents. A chemotherapy IV order can be one of three types: admixture, piggyback, or syringe. Once the pharmacist selects chemotherapy as the type of order, the system will prompt the user to further identify the order as admixture, piggyback, or syringe. Once the type is established, the prompts are the same as the examples for regular admixture, piggyback, and syringe. All chemotherapy orders have warnings on the labels.

Example: Profile Report (continued)

Patient Information	Mar 20, 2001@16:50:50	Page: 1 of 1
ABC, PATIENT Ward: ONE EAST		
PID: 123-45-9111	Room-Bed: B-12	Ht (cm): ()
DOB: 08/18/20 (80)		Wt (kg): ()
Sex: MALE		Admitted: 05/03/00
Dx: TESTING		Last transferred: *****
Allergies/Reactions: No Allergy Assessment		
Inpatient Narrative:		
Outpatient Narrative:		
Enter ?? for more actions		
PU Patient Record Update	NO New Order Entry	
DA Detailed Allergy/ADR List	IN Intervention Menu	
Select Action: View Profile//	<Enter> View Profile	
SHORT, LONG, or NO Profile? SHORT// <Enter> SHORT		

IV Profile	Mar 20, 2001@16:51:28	Page: 1 of 1				
ABC, PATIENT Ward: ONE EAST						
PID: 123-45-9111	Room-Bed: B-12	Ht (cm): ()				
DOB: 08/18/20 (80)		Wt (kg): ()				
Sex: MALE		Admitted: 05/03/00				
Dx: TESTING		Last transferred: *****				
#	Additive	Last fill	Type	Start	Stop	Stat
1	MVI 100 ML	MAR 19 14:57	#2 P	03/19	03/20	A
	in 0.9% SODIUM CHLORIDE 100 ML QID					
2	FLUOROURACIL INJ, SOLN	** N/P **	#0	*****	*****	P
	Give: 100MG/2ML PO QD					
3	TIMOLOL SOLN, OPH	** N/P **	#0 P	*****	*****	P
	Give: IV Q12H					
Enter ?? for more actions						
PI Patient Information	SO Select Order					
PU Patient Record Update	NO (New Order Entry)					
Select Action: Quit// 1						

-----report continues-----

Example: Profile Report (continued)

ACTIVE IV	Mar 20, 2001@16:51:56	Page:	1 of 2
-----------	-----------------------	-------	--------

ABC, PATIENT	Ward: ONE EAST		
PID: 123-45-9111	Room-Bed: B-12	Ht (cm) :	()
DOB: 08/18/20 (80)		Wt (kg) :	()

* (1) Additives:	Order number: 64	Type: PIGGYBACK
MVI 100 ML		
(2) Solutions:		
0.9% SODIUM CHLORIDE 100 ML		
(3) Infusion Rate: INFUSE OVER 10 MIN.	* (4) Start: 03/19/01 11:30	
* (5) Med Route: IVPB	* (6) Stop: 03/20/01 24:00	
* (7) Schedule: QID	Last Fill: 03/19/01 14:57	
(8) Admin Times: 09-13-17-21	Quantity: 2	
* (9) Provider: INPATIENT-MEDS, PROVIDER [es]	Cum. Doses: 9	
* (10) Orderable Item: MULTIVITAMINS INJ		
Instructions:		
(11) Other Print: TESTING		

+ Select either "AL" , "LL" or "AL,LL" for both

AL View Activity Log LL View Label Log

Select Item(s): Next Screen// **AL** View Activity Log

ACTIVITY LOG:

#	DATE	TIME	REASON	USER
1	MAR 20, 2001	16:42:56	EDIT	INPATIENT-MEDS, PHARMACIST

Comment:

Field: 'OTHER PRINT INFO'

Changed from: ''

To: 'TESTING'

Enter RETURN to continue or '^' to exit:

4.2.7. Inpatient Profile

[PSJ PR]

The *Inpatient Profile* option allows the user to view the Unit Dose and IV orders of a patient simultaneously. The user can conduct the Inpatient Profile search by patient, ward or ward group. If the selection to sort is by ward, the administration teams may be specified. The default for the administration team is ALL and multiple teams may be entered. If selecting by ward or ward group, the profile may be sorted by patient name or room-bed.

When the user accesses this option from the Unit Dose module for the first time within a session, a prompt is displayed to select the IV room. When only one active IV room exists, it will be selected automatically. The user is then given the label and report devices defined for the IV room chosen. If no devices have been defined, the user will be given the opportunity to choose them. If this option is exited and then re-entered within the same session, the current label and report devices are shown.

In the following description, viewing a profile by patient is discussed, however, ward and ward group are handled similarly.

After the user selects the patient for whom a profile view is needed, the length of profile is chosen. The user can choose to view a long or short profile or, if the user decides not to view a profile for the chosen patient, "NO Profile" can be selected. When "NO Profile" is chosen, the system will return to the "Select PATIENT:" prompt and the user may choose a new patient.

Once the length of profile is chosen, the user can print the patient profile (by accepting the default or typing **P** at the "SHOW PROFILE only, EXPANDED VIEWS only, or BOTH: Profile/" prompt), an expanded view of the patient profile (by typing **E**), or both (by typing **B**). The expanded view lists the details of each order for the patient. The activity logs of the orders can also be printed when the expanded view or both, the expanded view and profile, are chosen.

The advantage of this option is that by viewing the combined Unit Dose/IV profile of a patient, the user can quickly determine if any corrections or modifications need to be made for existing or future orders based on Unit Dose or IV medications already being received by the patient. Sometimes the pharmacist must revise a prospective order for a patient based on the Unit Dose or IV medications already prescribed for the patient.



Note: For Unit Dose orders, the long activity log shows all activities of an order, while the short activity log excludes the field changes, and shows only the major activities. For IV orders, the short and long activity logs give the user the same results.

Example: Inpatient Profile

```
Select IV Menu Option:  IPF  Inpatient Profile

Select by WARD GROUP (G), WARD (W), or PATIENT (P): Patient

Select PATIENT:      ABC,PATIENT          123-45-9111  08/18/20    ONE EAST

Select another PATIENT: <Enter>

SHORT, LONG, or NO Profile?  SHORT//  <Enter>    SHORT

Show PROFILE only, EXPANDED VIEWS only, or BOTH: PROFILE// EXPANDED VIEWS

Show SHORT, LONG, or NO activity log?  NO// LONG

Select PRINT DEVICE: <Enter>  NT/Cache virtual TELNET terminal
```

-----*report follows*-----

Example: Inpatient Profile (continued)

```

      I N P A T I E N T   M E D I C A T I O N S      04/02/01  21:19
      VAMC:  ALBANY (500)
-----
ABC,PATIENT                      Ward: ONE EAST
PID: 123-45-9111      Room-Bed: B-12      Ht (cm):      (      )
DOB: 08/18/20  (80)      Wt (kg):      (      )
Sex: MALE                      Admitted: 05/03/00
Dx: BREATHING DIFFICULTY
Allergies: No Allergy Assessment
ADR:

-----
Patient: ABC,PATIENT                      Status: ACTIVE

* (1)  Additives:      Order number: 43      Type: PIGGYBACK
      MVI 1 ML
(2)  Solutions:
      DEXTROSE 10% 1000 ML
      DURATION:
(3)  Infusion Rate: INFUSE OVER 10 MIN.      *(4)  Start: 04/03/01  12:00
*(5)  Med Route: IVPB      *(6)  Stop: 04/03/01  24:00
*(7)  Schedule: QID      Last Fill: *****
(8)  Admin Times: 09-13-17-21      Quantity: 0
*(9)  Provider: INPATIENT-MEDS,PROVIDER [es] Cum. Doses:
*(10) Orderable Item: MVI INJ
      Instructions:
(11)  Other Print:

(12)  Remarks :
      Entry By: INPATIENT-MEDS,PHARMACIS      Entry Date: 04/02/01  21:04
Enter RETURN to continue or '^' to exit: <Enter>

ACTIVITY LOG:
#  DATE      TIME      REASON      USER
=====
1  APR 2,2001 21:01:31  EDIT      INPATIENT-MEDS,PHARMACIST
   Comment: Order created due to edit
2  APR 2,2001 21:05:15  EDIT      INPATIENT-MEDS,PHARMACIST
   Comment:
Enter RETURN to continue or '^' to exit: <Enter>

```


5. Maintenance Options

5.1. Unit Dose

All of the Unit Dose Maintenance Options are located on the *Unit Dose Medications* menu.

5.1.1. Edit Inpatient User Parameters

[PSJ UEUP]

The *Edit Inpatient User Parameters* option allows users to edit various Inpatient User parameters. The prompts that will be encountered are as follows:

- “PRINT PROFILE IN ORDER ENTRY:”

Enter **YES** for the opportunity to print a profile after entering Unit Dose orders for a patient.

- “INPATIENT PROFILE ORDER SORT:”

This is the sort order in which the Inpatient Profile will show inpatient orders. The options will be sorted either by medication or by start date of order. Entering the words “**Medication Name**” (or the number **0**) will show the orders within schedule type (continuous, one-time, and then PRN) and then alphabetically by drug name. Entering the words “**Start Date of Order**” (or the number **1**) will show the order chronologically by start date, with the most recent dates showing first and then by schedule type (continuous, one-time, and then PRN).



Note: The Profile first shows orders by status (active, non-verified, and then non-active).

- “LABEL PRINTER:”

Enter the device on which labels are to be printed.

- “USE WARD LABEL SETTINGS:”

Enter **YES** to have the labels print on the printer designated for the ward instead of the printer designated for the pharmacy.

5.1.2. Edit Patient's Default Stop Date

[PSJU CPDD]



Locked with the PSJU PL key.

The “UD DEFAULT STOP DATE/TIME:” prompt accepts the date and time entry to be used as the default value for the STOP DATE/TIME of the Unit Dose orders during order entry and renewal processes. This value is used only if the corresponding ward parameter is enabled. The order entry and renewal processes will sometimes change this date and time.



Note: If the Unit Dose order, being finished by the user, is received from CPRS and has a duration assigned, the UD DEFAULT STOP DATE/TIME is displayed as the Calc Stop date/time.

When the SAME STOP DATE ON ALL ORDERS parameter is set to yes, the module will assign a default stop date for each patient. This date is initially set when the first order is entered for the patient. A new default stop date is assigned for the patient when an order is renewed and the order's stop date plus three days is greater than the current default stop date. This date is shown as the default value for the stop date of each order entered for the patient. However, if a day or dose limit exists for the selected Orderable Item, and the limit is less than the default stop date, the earlier stop date and time will be displayed.

5.2. IV

All of the IV Maintenance Options are located on the *IV Menu* option. Non-Standard Schedules is not an option on a menu, but is listed here for informational purposes.

5.2.1. Change Report/Label Devices (IV)

[PSJI DEVICE]

The *Change Report/Label Devices (IV)* option allows the user to change the print output devices. When the user first signs into the IV module, the current default devices will be shown. This option does not change the default devices that are defined in the LABEL device or REPORT device site parameters, but will queue the report to the selected device.

This would be useful if the user wishes to print a short report to the screen. The new settings will remain unless the user changes them again or exits the system, at which time the settings will revert to the output devices defined in the site parameters.

5.2.2. Change to Another IV Room (IV)

[PSJI CHANGE]

The *Change to Another IV Room (IV)* option allows the user to change from one IV room to another. This option can be selected from the main IV Medications menu, which allows the user to change IV rooms, without having to leave and re-enter the IV module, while entering orders in different IV rooms. Once the new IV room has been selected, the current IV label and report devices, as defined in the site parameters, are displayed. However, if the IV label and/or report device has not been defined in the site parameters, the user must select the IV label and/or report device for the output.

5.2.3. Non-Standard Schedules

When the user uses non-standard schedules (those not included in the ADMINISTRATION SCHEDULE file) during order entry and does not specify administration times, the IV module will not compute the administration times. For example, for Q5H (every 5 hours), the dose will be given every 300 minutes beginning at the start time of the IV order.

<This page is intentionally left blank.>

Example: Update Daily Ward List

Select IV Menu Option: **U**ppdate Daily Ward List (IV)

Edit list for: TODAY// **<Enter>** (MAR 19, 2001)

The manufacturing times on file are:

- 1 14:00 PIGGYBACKS covering 1600 to 1559.
- 2 11:00 ADMIXTURES AND PRIMARIES covering 0700 to 0659.
- 3 12:00 HYPERALS covering 1400 to 1359.
- 4 14:00 SYRINGE covering 1400 to 1359.
- 5 14:00 CHEMOTHERAPY covering 1400 to 1359.

Enter manufacturing time(s): **1,2**

Enter a WARD, '^OUTPATIENT' or '^ALL': **^ALL**

Patient: ABC, PATIENT (123-45-9111)

Wt (kg): _____ (_____)

Ward: ONE EAST

Ht (cm): _____ (_____)

Status: ACTIVE

=====

* (1) Additives:

Type: ADMIXTURE **<DIN>**

ACETAMINOPHEN 100 MEQ

* (2) Solutions:

0.9% SODIUM CHLORIDE 100 ML

DURATION:

* (3) Infusion Rate: 100 ml/hr

* (4) Start: 03/19/01 11:30

* (5) Med Route: IV

* (6) Stop: 03/26/01 24:00

* (7) Schedule:

Last Fill: 03/19/01 12:06

(8) Admin Times:

Quantity: 20

* (9) Provider: INPATIENT-MEDS, PROVIDER [es] Cum. Doses: 21

(10) Other Print:

(11) Remarks :

Entry By: INPATIENT-MEDS, PHARMACIST

Entry Date: 03/19/01 11:30

of labels 20// **<Enter>**

-----report continues-----

Example: Update Daily Ward List (continued)

```
Patient: ABC, PATIENT (123-45-9111)      Wt (kg): _____ (_____)
Ward: ONE EAST                          Ht (cm): _____ (_____)
Status: ACTIVE
=====
*(1) Additives:                               Type: PIGGYBACK
    MVI 100 ML
(2) Solutions:
    0.9% SODIUM CHLORIDE 100 ML
(3) Infusion Rate: INFUSE OVER 10 MIN.      * (4) DURATION:
* (5) Med Route: IVPB                      * (4) Start: 03/19/01 11:30
* (7) Schedule: QID                        * (6) Stop: 03/20/01 24:00
(8) Admin Times: 09-13-17-21              Last Fill: 03/19/01 12:06
* (9) Provider: INPATIENT-MEDS, PROVIDER [es] Cum. Doses: 4
* (10) Orderable Item: MULTIVITAMINS INJ    Quantity: 7
    Instructions:
(11) Other Print:
(12) Remarks :
    Entry By: INPATIENT-MEDS, PHARMACIST    Entry Date: 03/19/01 11:30

# of labels 4// 2

Select IV Menu Option:
```

7.3. Manufacturing List (IV) [PSJI MAN]

The *Manufacturing List (IV)* option produces a listing by additive and strength or solution, of all orders due to be mixed at a scheduled manufacturing time. The option compiles the updated Ward List into a Manufacturing List to organize the IV room workload more efficiently. IVs are separated by additive (for intermittent orders) or solution (for continuous orders) to help increase pharmacist productivity. The total number of admixtures, piggybacks, hyperals, chemotherapy, and syringes for each additive is shown, as well as how many belong to each patient.

The Ward List must be run before the Manufacturing List, because the Manufacturing List is compiled from the Ward List or the updated Ward List (if updating is necessary). The logical sequence is to run a Ward List, send or take the list to the wards to compare against drugs on hand, update the Ward List from information gained on the ward, and then run the Manufacturing List. If a site chooses not to update the Ward List, the Ward List must still be run.



Note: If the Manufacturing List is run, the scheduled labels will be printed in the order of the Manufacturing List (grouped by drug). If it is not run, the scheduled labels will be printed in the order of the Ward List.

IV Profile		Feb 20, 2002@15:58:50		Page: 1 of 1	
ABC,PATIENT		Ward: ONE EAST			
PID: 123-45-9111	Room-Bed: B-12	Ht (cm):	()
DOB: 08/18/20 (81)		Wt (kg):	()
Sex: MALE		Admitted:	09/10/01		
Dx: TESTING		Last transferred:	*****		

#	Additive	Last fill	Type	Start	Stop	Stat
1	POTASSIUM CHLORIDE XXXXXXXXXXXX 35 MEQ in DEXTROSE 5% 1/2 NS 1000 ML 80 ml/ hr	FEB 20 15:55	#1 A	02/20	02/20	A

Enter ?? for more actions

PI Patient Information

SO Select Order

PU Patient Record Update

NO (New Order Entry)

Select Action: Quit// 1

Patient: ABC,PATIENT

Status: ACTIVE

* (1) Additives:

Order number: 445

Type: ADMIXTURE

POTASSIUM CHLORIDE XXXXXXXXXXXX 35 MEQ

* (2) Solutions:

DEXTROSE 5% 1/2 NS 1000 ML

* (3) Infusion Rate: 80 ml/hr

* (4) Start: 02/20/02 15:46

* (5) Med Route: IV

* (6) Stop: 02/20/02 24:00

BCMA ORDER LAST ACTION: 02/20/02 15:50 Infusing*

* (7) Schedule:

Last Fill: 02/20/02 15:55

* (8) Admin Times:

Quantity: 1

* (9) Provider: INPATIENT-MEDS,PROVIDER [es]

Cum. Doses: 1

* (10) Other Print:

(11) Remarks :

Entry By: INPATIENT-MEDS,PHA

Entry Date: 02/20/02 15:55

Enter RETURN to continue or '^' to exit:

-----report continues-----

Example: Entering Returns and Destroyed Medications (continued)

Return IV Labels	Feb 20, 2002@16:06:39	Page:	1 of	0
ABC, PATIENT Ward: ONE EAST				
PID: 213-45-9111	Room-Bed: B-12	Ht (cm):	()
DOB: 08/18/20 (81)		Wt (kg):	()

POTASSIUM CHLORIDE XXXXXXXXXXXX 35 MEQ C 02/20 02/20 A
in DEXTROSE 5% 1/2 NS 1000 ML 80 ml/hr

----- Labels available for reprint -----

1. 739V445 POTASSIUM CHLORIDE XXXXXXXXXXXX 35 MEQ
DEXTROSE 5% 1/2 NS 1000 ML
80 ml/hr
2[3]
2. 739V446 POTASSIUM CHLORIDE XXXXXXXXXXXX 35 MEQ
DEXTROSE 5% 1/2 NS 1000 ML
80 ml/hr
3[3]
3. 739V447 POTASSIUM CHLORIDE XXXXXXXXXXXX 35 MEQ
DEXTROSE 5% 1/2 NS 1000 ML
80 ml/hr

+ Enter ?? for more actions

RC	Recycled	DT	Destroyed	CA	Cancelled
----	----------	----	-----------	----	-----------

Select Item(s): Next Screen// **RC** Recycled

Select from 1 - 3 or <RETURN> to select by BCMA ID: **1**

Return IV Labels	Feb 20, 2002@16:07:46	Page:	1 of	0
ABC, PATIENT Ward: ONE EAST				
PID: 123-45-9111	Room-Bed: B-12	Ht (cm):	()
DOB: 08/18/20 (81)		Wt (kg):	()

POTASSIUM CHLORIDE XXXXXXXXXXXX 35 MEQ C 02/20 02/20 A
in DEXTROSE 5% 1/2 NS 1000 ML 80 ml/hr

----- Labels available for reprint -----

1. 739V446 POTASSIUM CHLORIDE XXXXXXXXXXXX 35 MEQ
DEXTROSE 5% 1/2 NS 1000 ML
80 ml/hr
3[3]
2. 739V447 POTASSIUM CHLORIDE XXXXXXXXXXXX 35 MEQ
DEXTROSE 5% 1/2 NS 1000 ML
80 ml/hr
1[3]

Enter ?? for more actions

RC	Recycled	DT	Destroyed	CA	Cancelled
----	----------	----	-----------	----	-----------

Select Item(s): Quit// **DT** Destroyed

Select from 1 - 2 or <RETURN> to select by BCMA ID: **<Enter>**

Enter a BCMA ID: **739V446**

-----report continues-----

8. Output Options

8.1. Unit Dose

Most of the Output Options are located under the *Reports Menu* option on the *Unit Dose Medications* menu. The other reports are located directly on the *Unit Dose Medications* menu.

8.1.1. PATient Profile (Unit Dose)

[PSJU PR]

The *PATient Profile (Unit Dose)* option allows a user to print a profile (list) of a patient's orders for the patient's current or last (if patient has been discharged) admission, to any device. If the user's terminal is selected as the printing device, this option will allow the user to select any of the printed orders to be shown in complete detail, including the activity logs, if any. The user may print patient profiles for a ward group, ward, or by patient.

Example: Patient Profile

```
Select Unit Dose Medications Option: Patient Profile (Unit Dose)
Select by WARD GROUP (G), WARD (W), or PATIENT (P): P Patient
Select PATIENT: ABC, PATIENT      123-45-9111    08/18/20    1 EAST
Select another PATIENT: <Enter>
SHORT, LONG, or NO Profile? SHORT// <Enter> SHORT
Show PROFILE only, EXPANDED VIEWS only, or BOTH: PROFILE// <Enter>
Select PRINT DEVICE: <Enter> NT/Cache virtual TELNET terminal
```

```

                                U N I T   D O S E   P R O F I L E                09/13/00  16:20
                                WHOEVER YOU WANT IT TO BE HEALTHCARE SYSTEM
-----
ABC, PATIENT                      Ward: 1 EAST
PID: 123-45-9111                 Room-Bed: B-12           Ht (cm): _____ (_____)
DOB: 08/18/20 (80)                Wt (kg): _____ (_____)
Sex: MALE                        Admitted: 05/03/00
Dx: TESTING
Allergies: No Allergy Assessment
ADR:
-----
- - - - - A C T I V E - - - - -
1  -> AMPICILLIN CAP INJ          C 09/07  09/21  A  NF
      Give: 250MG PO QID
2  -> HYDROCORTISONE CREAM, TOP   C 09/07  09/21  A  NF
      Give: 1% TOP QD
3  -> PROPRANOLOL 10MG U/D        C 09/07  09/21  A  NF
      Give: PO QD
View ORDERS (1-3): 1
```

-----report continues-----

Example: Patient Profile (continued)

Patient: ABC,PATIENT		Status: ACTIVE		
Orderable Item: AMPICILLIN CAP INJ				
Instructions:				
Dosage Ordered: 250MG				
Med Route: ORAL (PO)		Start: 09/07/00	15:00	
Schedule Type: CONTINUOUS		Stop: 09/21/00	24:00	
Schedule: QID		DURATION:		
Admin Times: 01-09-15-20				
Provider: INPATIENT-MEDS,PROVIDER [w]				
Dispense Drugs	U/D	Units Disp'd	Units Ret'd	Inactive Date

AMPICILLIN 500MG CAP	1	0	0	
ORDER NOT VERIFIED				
Self Med: NO				
Entry By: INPATIENT-MEDS,PROVIDER		Entry Date: 09/07/00 13:37		

8.1.2. Reports Menu

[PSJU REPORTS]

The *Reports Menu* option contains various reports generated by the Unit Dose package. All of these reports are QUEUEABLE, and it is strongly suggested that these reports be queued when run.

Example: Reports Menu

Select Unit Dose Medications Option: RE ports Menu	
Select Reports Menu Option: ?	
7	7 Day MAR
14	14 Day MAR
24	24 Hour MAR
AP1	Action Profile #1
AP2	Action Profile #2
	AUthorized Absence/Discharge Summary
	Extra Units Dispensed Report
	Free Text Dosage Report
	INpatient Stop Order Notices
	Medications Due Worksheet
	Patient Profile (Extended)

8.1.2.1. 24 Hour MAR

[PSJU 24H MAR]

The *24 Hour MAR* option creates a report that can be used to track the administration of a patient's medications over a 24-hour period. The 24 Hour MAR report includes:

- Date/time range covered by the MAR using a four-digit year format
- Institution Name
- Patient demographic data
- Time line
- Information about each order

Example: Extended Patient Profile Report (continued)

Patient: ABC, PATIENT		Status: ACTIVE	
* (1) Additives:	Order number: 29	Type: PIGGYBACK	
MULTIVITAMINS 2 ML			
(2) Solutions:	0.9% SODIUM CHLORIDE 100 ML		
(3) Infusion Rate: INFUSE OVER 125 MIN.		DURATION:	
* (5) Med Route: IV	* (4) Start: 02/28/02 13:56		
* (7) Schedule: QID	* (6) Stop: 03/30/02 24:00		
(8) Admin Times: 09-13-17-21	Last Fill: *****		
* (9) Provider: PROVIDER, PAULA [w]	Quantity: 0		
* (10) Orderable Item: MULTIVITAMINS INJ	Cum. Doses:		
Instructions:			
(11) Other Print:			
(12) Remarks :			
Entry By: ALBANY, ALBERT	Entry Date: 02/28/02 13:56		

ACTIVITY LOG:

#	DATE	TIME	REASON	USER
1	FEB 28, 2002	13:58:30	VERIFY	ALBANY, ALBERT
Comment: ORDER VERIFIED BY PHARMACIST				

Patient: ABC, PATIENT		Status: ACTIVE	
Orderable Item: BACLOFEN TAB			
Instructions:			
Dosage Ordered: 10MG			
Med Route: ORAL (PO)		Start: 02/20/02 15:20	
Schedule Type: CONTINUOUS		Stop: 03/06/02 24:00	
Schedule: QD		DURATION:	
Admin Times: 1440			
Provider: PROVIDER, PAULA [w]			
Special Instructions: PATIENT SPITS OUT MEDICINE			

Dispense Drugs	U/D	Units Disp'd	Units Ret'd	Inactive Date
BACLOFEN 10MG TABS	1	0	0	
Entry By: TULSA, LARRY				
Entry Date: 02/20/02 15:20				

ACTIVITY LOG:

#	DATE	TIME	REASON	USER
(THE ORDERABLE ITEM IS CURRENTLY LISTED AS INACTIVE.)				
Date: 02/20/02 15:20 User: TULSA, LARRY				
Activity: ORDER ENTERED AS ACTIVE BY PHARMACIST				

Patient: ABC, PATIENT		Status: ACTIVE	
Orderable Item: PREDNISONE TAB			
Instructions:			
Dosage Ordered: 5MG			
Med Route: ORAL (PO)		Start: 02/25/02 10:58	
Schedule Type: CONTINUOUS		Stop: 03/11/02 24:00	
Schedule: TU-TH-SA@09		DURATION:	
Admin Times: 09			
Provider: PROVIDER, PAULA [w]			

Dispense Drugs	U/D	Units Disp'd	Units Ret'd	Inactive Date
PREDNISONE 5MG TAB	1	0	0	
Self Med: NO				
Entry By: PHOENIX, SALLY				
Entry Date: 02/25/02 10:58				

ACTIVITY LOG:

#	DATE	TIME	REASON	USER
Date: 02/25/02 10:58 User: PHOENIX, SALLY				
Activity: ORDER VERIFIED BY PHARMACIST				

8.1.3. Align Labels (Unit Dose)

[PSJU AL]

Align Labels (Unit Dose) option allows the user to align the label stock on a printer so that Unit Dose order information will print within the physical boundaries of the label.

Example: Align Labels (Unit Dose)

```
Select Unit Dose Medications Option: ALIGn Labels (Unit Dose)

Select LABEL PRINTER: <Enter> TELNET
\----- FIRST LINE OF LABEL -----/
<                                     >
<----- LABEL BOUNDARIES ----->
<                                     >
/-----LAST LINE OF LABEL-----\

XX/XX | XX/XX | XX/XX/XX  XX:XX  (PXXXX) | A T  PATIENT NAME
      ROOM-BED
DRUG NAME                SCHEDULE TYPE| D I  XXX-XX-XXXX  DOB (AGE)
      TEAM
DOSAGE ORDERED  MED ROUTE  SCHEDULE      | M M  SEX        DIAGNOSIS
SPECIAL INSTRUCTIONS                | I E  ACTIVITY DATE/TIME  ACTIVITY
WS HSM NF      RPH:      RN:      | N S  WARD GROUP
      WARD

Are the labels aligned correctly? Yes// Y (Yes)
```

8.1.4. Label Print/Reprint

[PSJU LABEL]

Label Print/Reprint option allows the user to print new unprinted labels and/or reprint the latest label for any order containing a label record. When entering this option, the pharmacist will be informed if there are any unprinted new labels from auto-cancelled orders (i.e., due to ward or service transfers). The pharmacist will be shown a list of wards to choose from if these labels are to be printed at this time. The pharmacist can delete these auto-cancel labels; however, deletion will be for all of the labels.

Next, the pharmacist will be instructed if there are any unprinted new labels. The pharmacist can then decide whether to print them now or later.

The pharmacist can choose to print the labels for a ward group, ward, or for an individual patient. If ward group or ward is chosen, the label start date will be entered and the labels will print on the specified printer device. When the option to print by individual patient is chosen, an Inpatient Profile will be displayed and the pharmacist can then choose the labels from the displayed Unit Dose and IV orders to be printed on a specified printer.

Example: IV Individual Labels (continued)

Patient Information	Feb 20, 2002@16:02:15	Page: 1 of 1
ABC, PATIENT Ward: ONE EAST		
PID: 123-45-9111	Room-Bed: B-12	Ht (cm): ()
DOB: 08/18/20 (80)		Wt (kg): ()
Sex: MALE		Admitted: 09/10/01
Dx: TESTING		Last transferred: *****

Allergies/Reactions: No Allergy Assessment
 Inpatient Narrative:
 Outpatient Narrative:

Enter ?? for more actions

PU Patient Record Update NO New Order Entry
 DA Detailed Allergy/ADR List IN Intervention Menu
 VP View Profile
 Select Action: View Profile// <Enter> View Profile
 SHORT, LONG, or NO Profile? SHORT// <Enter> SHORT

IV Profile	Feb 20, 2002@16:02:45	Page: 1 of 1
ABC, PATIENT Ward: ONE EAST		
PID: 123-45-9111	Room-Bed: B-12	Ht (cm): ()
DOB: 08/18/20 (81)		Wt (kg): ()
Sex: MALE		Admitted: 09/10/01
Dx: TESTING		Last transferred: *****

#	Additive	Last fill	Type	Start	Stop	Stat
1	POTASSIUM CHLORIDE XXXXXXXXXXXX 35 MEQ in DEXTROSE 5% 1/2 NS 1000 ML 80 ml/ hr	FEB 20 15:55	#1 A	02/20	02/20	A

Enter ?? for more actions

PI Patient Information SO Select Order
 PU Patient Record Update NO (New Order Entry)
 Select Action: Quit// 1

 Patient: ABC, PATIENT

Status: ACTIVE

* (1) Additives: Order number: 445 Type: ADMIXTURE
 POTASSIUM CHLORIDE XXXXXXXXXXXX 35 MEQ

* (2) Solutions:
 DEXTROSE 5% 1/2 NS 1000 ML

DURATION:

* (3) Infusion Rate: 80 ml/hr * (4) Start: 02/20/02 15:46
 * (5) Med Route: IV * (6) Stop: 02/20/02 24:00

BCMA ORDER LAST ACTION: 02/20/02 15:50 Infusing*

* (7) Schedule: Last Fill: 02/20/02 15:55

* (8) Admin Times: Quantity: 1

* (9) Provider: INPATIENT-MEDS, PROVIDER [es] Cum. Doses: 1

(10) Other Print:

(11) Remarks :

Entry By: INPATIENT-MEDS, PHA

Entry Date: 02/20/02 15:55

Enter RETURN to continue or '^' to exit: <Enter>

-----report continues-----

Example: IV Individual Labels (continued)

Individual IV Labels	Feb 20, 2002@16:03:54	Page:	1 of	0
----------------------	-----------------------	-------	------	---

ABC, PATIENT	Ward: ONE EAST		
PID: 213-45-9111	Room-Bed: B-12	Ht (cm) :	()
DOB: 08/18/20 (81)		Wt (kg) :	()

POTASSIUM CHLORIDE XXXXXXXXXXXX 35 MEQ C 02/20 02/20 A
in DEXTROSE 5% 1/2 NS 1000 ML 80 ml/hr

----- Labels available for reprint -----

Enter ?? for more actions

NL	Print New Labels	RL	Reprint IV Labels
----	------------------	----	-------------------

Select Item(s): Quit// **NL** Print New Labels

Number of labels to print: **3**

Count as daily usage? Yes// **<Enter>**

Individual IV Labels	Feb 20, 2002@16:05:01	Page:	1 of	0
----------------------	-----------------------	-------	------	---

ABC, PATIENT	Ward: ONE EAST		
PID: 123-45-9111	Room-Bed: B-12	Ht (cm) :	()
DOB: 08/18/20 (81)		Wt (kg) :	()

POTASSIUM CHLORIDE XXXXXXXXXXXX 35 MEQ C 02/20 02/20 A
in DEXTROSE 5% 1/2 NS 1000 ML 80 ml/hr

----- Labels available for reprint -----

1. 739V444	POTASSIUM CHLORIDE XXXXXXXXXXXX 35 MEQ DEXTROSE 5% 1/2 NS 1000 ML 80 ml/hr 1[3]
2. 739V445	POTASSIUM CHLORIDE XXXXXXXXXXXX 35 MEQ DEXTROSE 5% 1/2 NS 1000 ML 80 ml/hr 2[3]
3. 739V446	POTASSIUM CHLORIDE XXXXXXXXXXXX 35 MEQ DEXTROSE 5% 1/2 NS 1000 ML 80 ml/hr

+ Enter ?? for more actions

NL	Print New Labels	RL	Reprint IV Labels
----	------------------	----	-------------------

Select Item(s): Next Screen// **RL** Reprint IV Labels

Count as daily usage? Yes// **<Enter>** (Yes)

Select from 1 - 3 or <RETURN> to select by BCMA ID: **1**

Example: IV Drug Formulary Report (continued)

AMPICILLIN	Trade Name: Polycillin-N Omnipen-N Fluid
	Compatibility: D5W, NS Stability: In NS
	8 hrs. at room temp., 72 hrs. refrigerated In
	D5W 2 hrs. at room temp., 4 hrs. refrigerated
	Administration: iGM or less in 50ML over 30
	minutes Over iGM in 100ML over 60 minutes
AMPICILLIN	
C2TESTDRUG	
CEFAMANDOLE	
CEFAZOLIN	

IV ADDITIVES LIST	MAR 19, 2001 13:54	PAGE 2
PRINT NAME	DRUG INFORMATION	

CEFOXITIN
CEFTRIAXONE
CEPHAPIRIN
CIMETIDINE
FUROSEMIDE
FUROSEMIDE
GENTAMICIN
GENTAMYCIN
HEPARIN
KCL
MVI
OXACILLIN
PENICILLIN G
POTASSIUM CHLORIDE XXXXXXXXXXXX
PROLEUKIN

8.2.2.4. Patient Profile Report (IV) [PSJI PROFILE REPORT]

The *Patient Profile Report (IV)* option will allow a patient profile to be printed. With each profile printed, a view of each order within the profile can also be printed. Additionally, with each view the user can choose to have the activity log and the label log printed.

Example: IV Patient Profile Report

```
Select REports (IV) Option: Patient Profile Report (IV)
View each order in the profile? Yes// <Enter> (Yes)
View each activity log in the profile? Yes// <Enter> (Yes)
View the label log in the profile? Yes// <Enter> (Yes)

Select PATIENT:      ABC, PATIENT      123-45-9111  08/18/20      ONE EAST
```

-----report follows-----

Example: IV Patient Profile Report (continued)

I V P A T I E N T P R O F I L E		03/19/01 14:35	
VAMC: ALBANY (500)			

ABC,PATIENT		Ward: ONE EAST	
PID: 123-45-9111	Room-Bed: B-12	Ht(cm): _____	(_____)
DOB: 08/18/20 (80)		Wt(kg): _____	(_____)
Sex: MALE		Admitted: 05/03/00	
Dx: TESTING			
Pharmacy Narrative:			
Allergies: No Allergy Assessment			
ADR:			
#	Additive	Last fill	Type Start Stop Stat
----- A c t i v e -----			
1	ACETAMINOPHEN 100 MEQ in 0.9% SODIUM CHLORIDE 100 ML 100 ml/hr	MAR 19 12:06	#2 A 03/19 03/26 A
2	MVI 100 ML in 0.9% SODIUM CHLORIDE 100 ML QID	MAR 19 12:06	#4 P 03/19 03/20 A
3	CEFAMANDOLE 1 GM in 0.9% SODIUM CHLORIDE 100 ML 125 ml/hr ON CALL	** N/P **	#0 A 02/15 02/22 H
----- P e n d i n g -----			
4	FLUOROURACIL INJ,SOLN Give: 100MG/2ML PO QD	** N/P **	#0 ***** P R
5	TIMOLOL SOLN,OPH Give: IV Q12H	** N/P **	#0 P ***** P
----- N o t A c t i v e -----			
6	MVI 1 ML in 0.9% SODIUM CHLORIDE 50 ML QID	MAR 15 12:47	#3 P 03/15 03/16 E
7	MVI 1 ML in NORMAL SALINE 1000 ML QD	MAR 15 12:40	#1 P 03/15 03/15 D
8	C2TESTDRUG 1 LITER in 0.9% SODIUM CHLORIDE 100 ML QD	** N/P **	#0 C 03/02 03/03 E

Patient: ABC,PATIENT		Status: ACTIVE	
* (1) Additives:		Order number: 65	Type: ADMIXTURE <DIN>
ACETAMINOPHEN 100 MEQ			
* (2) Solutions:			
0.9% SODIUM CHLORIDE 100 ML			
* (3) Infusion Rate: 100 ml/hr		DURATION:	
* (5) Med Route: IV		* (4) Start: 03/19/01 11:30	
* (7) Schedule:		* (6) Stop: 03/26/01 24:00	
(8) Admin Times:		Last Fill: 03/19/01 12:06	
* (9) Provider: INPATIENT-MEDS, PROVIDER [es]		Quantity: 20	
(10) Other Print:		Cum. Doses: 21	
(11) Remarks :			
Entry By: INPATIENT-MEDS, PHARMACIST		Entry Date: 03/19/01 11:30	
ACTIVITY LOG:			
#	DATE	TIME	REASON USER
=====			
No activity LOG to report.			

-----report continues-----

Activity Ruler	The activity ruler provides a visual representation of the relationship between manufacturing times, doses due, and order start times. The intent is to provide the on-the-floor user with a means of tracking activity in the IV room and determining when to call for doses before the normal delivery. The activity ruler can be enabled or disabled under the <i>Site Parameters (IV)</i> option.
Additive	A drug that is added to an IV solution for the purpose of parenteral administration. An additive can be an electrolyte, a vitamin or other nutrient, or an antibiotic. Only electrolyte or multivitamin type additives can be entered as IV fluid additives in CPRS.
ADMINISTRATION SCHEDULE file	File #51.1. This file contains administration schedule names and standard dosage administration times. The name is a common abbreviation for an administration schedule type (e.g., QID, Q4H, PRN). The administration time entered is in military time, with each time separated from the next by a dash, and times listed in ascending order.
Administering Teams	Nursing teams used in the administration of medication to the patients. There can be a number of teams assigned to take care of one ward, with specific rooms and beds assigned to each team.
Admixture	An admixture is a type of intravenously administered medication comprised of any number of additives (including zero) in one solution. It is given at a specified flow rate; when one bottle or bag is empty, another is hung.
APSP INTERVENTION file	File #9009032.4. This file is used to enter pharmacy interventions. Interventions in this file are records of occurrences where the pharmacist had to take some sort of action involving a particular prescription or order. A record would record the provider involved, why an intervention was necessary, what action was taken by the pharmacists, etc.
Average Unit Drug Cost	The total drug cost divided by the total number of units of measurement.

BCMA	A <i>VISTA</i> computer software package named Bar Code Medication Administration. This package validates medications against active orders prior to being administered to the patient.
Calc Start Date	Calculated Start Date. This is the date that would have been the default Start Date/Time for an order if no duration was received from CPRS. Due to the existence of a duration, the default Start Date/Time of the order becomes the <u>expected first dose</u> .
Calc Stop Date	Calculated Stop Date. This is the date that would have been the default Stop Date/Time for an order if no duration was received from CPRS. Due to the existence of a duration, the default Stop Date/Time of the order becomes the <u>expected first dose</u> plus the duration.
Chemotherapy	Chemotherapy is the treatment or prevention of cancer with chemical agents. The chemotherapy IV type administration can be a syringe, admixture, or a piggyback. Once the subtype (syringe, piggyback, etc.) is selected, the order entry follows the same procedure as the type that corresponds to the selected subtype (e.g., piggyback type of chemotherapy follows the same entry procedure as regular piggyback IV).
Chemotherapy “Admixture”	The Chemotherapy “Admixture” IV type follows the same order entry procedure as the regular admixture IV type. This type is in use when the level of toxicity of the chemotherapy drug is high and is to be administered continuously over an extended period of time (e.g., seven days).
Chemotherapy “Piggyback”	The Chemotherapy “Piggyback” IV type follows the same order entry procedure as the regular piggyback IV type. This type of chemotherapy is in use when the chemotherapy drug does not have time constraints on how fast it must be infused into the patient. These types are normally administered over a 30 - 60 minute interval.

Chemotherapy “Syringe”

The Chemotherapy “Syringe” IV type follows the same order entry procedure as the regular syringe IV type. Its administration may be continuous or intermittent. The pharmacist selects this type when the level of toxicity of the chemotherapy drug is low and needs to be infused directly into the patient within a short time interval (usually 1-2 minutes).

Continuous Syringe

A syringe type of IV that is administered continuously to the patient, similar to a hyperal IV type. This type of syringe is commonly used on outpatients and administered automatically by an infusion pump.

Coverage Times

The start and end of coverage period designates administration times covered by a manufacturing run. There must be a coverage period for all IV types: admixtures and primaries, piggybacks, hyperals, syringes, and chemotherapy. For one type, admixtures for example, the user might define two coverage periods; one from 1200 to 0259 and another from 0300 to 1159 (this would mean that the user has two manufacturing times for admixtures).

CPRS

A **VISTA** computer software package called Computerized Patient Record Systems. CPRS is an application in **VISTA** that allows the user to enter all necessary orders for a patient in different packages from a single application. All pending orders that appear in the Unit Dose and IV modules are initially entered through the CPRS package.

Cumulative Doses

The number of IV doses actually administered, which equals the total number of bags dispensed less any Recycled, Destroyed, or Cancelled bags.

Default Answer

The most common answer, predefined by the system to save time and keystrokes for the user. The default answer appears before the two slash marks (//) and can be selected by the user by pressing <Enter>.

Dispense Drug

The Dispense Drug name has the strength attached to it (e.g., Acetaminophen 325 mg). The name alone without a strength attached is the Orderable Item name.

Delivery Times	The time(s) when IV orders are delivered to the wards.
Dosage Ordered	After the user has selected the drug during order entry, the dosage ordered prompt is displayed.
DRUG ELECTROLYTES file	File #50.4. This file contains the names of anions/cations, and their concentration units.
DRUG file	File #50. This file holds the information related to each drug that can be used to fill a prescription.
Electrolyte	An additive that disassociates into ions (charged particles) when placed in solution.
Entry By	The name of the user who entered the Unit Dose or IV order into the computer.
Hospital Supplied Self Med	Self med which is to be supplied by the Medical Center's pharmacy. Hospital supplied self med is only prompted for if the user answers Yes to the SELF MED prompt during order entry.
Hyperalimentation (Hyperal)	Long term feeding of a protein-carbohydrate solution. Electrolytes, fats, trace elements, and vitamins can be added. Since this solution generally provides all necessary nutrients, it is commonly referred to as Total Parenteral Nutrition (TPN). A hyperal is composed of many additives in two or more solutions. When the labels print, they show the individual electrolytes in the hyperal order.
Infusion Rate	The designated rate of flow of IV fluids into the patient.
INPATIENT USER PARAMETERS file	File #53.45. This file is used to tailor various aspects of the Inpatient Medications package with regards to specific users. This file also contains fields that are used as temporary storage of data during order entry/edit.
INPATIENT WARD PARAMETERS file	File #59.6. This file is used to tailor various aspects of the Inpatient Medications package with regards to specific wards.

Intermittent Syringe	A syringe type of IV that is administered periodically to the patient according to an administration schedule.
Internal Order Number	The number on the top left corner of the label of an IV bag in brackets ([]). This number can be used to speed up the entry of returns and destroyed IV bags.
IV ADDITIVES file	File #52.6. This file contains drugs that are used as additives in the IV room. Data entered includes drug generic name, print name, drug information, synonym(s), dispensing units, cost per unit, days for IV order, usual IV schedule, administration times, electrolytes, and quick code information.
IV CATEGORY file	File #50.2. This file allows the user to create categories of drugs in order to run “tailor-made” IV cost reports for specific user-defined categories of drugs. The user can group drugs into categories.
IV Label Action	<p>A prompt, requesting action on an IV label, in the form of “Action ()”, where the valid codes are shown in the parentheses. The following codes are valid:</p> <ul style="list-style-type: none"> P – Print a specified number of labels now. B – Bypass any more actions. S – Suspend a specified number of labels for the IV room to print on demand.
IV Room Name	The name identifying an IV distribution area.
IV SOLUTIONS file	File #52.7. This file contains drugs that are used as primary solutions in the IV room. The solution must already exist in the DRUG file (#50) to be selected. Data in this file includes: drug generic name, print name, status, drug information, synonym(s), volume, and electrolytes.
IV STATS file	File #50.8. This file contains information concerning the IV workload of the pharmacy. This file is updated each time the <i>COmpile IV Statistics</i> option is run and the data stored is used as the basis for the AMIS (IV) report.
Label Device	The device, identified by the user, on which computer-generated labels will be printed.

Local Possible Dosages	Free text dosages that are associated with drugs that do not meet all of the criteria for Possible Dosages.
LVP	Large Volume Parenteral — Admixture. A solution intended for continuous parenteral infusion, administered as a vehicle for additive(s) or for the pharmacological effect of the solution itself. It is comprised of any number of additives, including zero, in one solution. An LVP runs continuously, with another bag hung when one bottle or bag is empty.
Manufacturing Times	The time(s) that designate(s) the general time when the manufacturing list will be run and IV orders prepared. This field in the <i>Site Parameters (IV)</i> option (IV ROOM file, (#59.5)) is for documentation only and does not affect IV processing.
MEDICATION ADMINISTERING TEAM file	File #57.7. This file contains wards, the teams used in the administration of medication to that ward, and the rooms/beds assigned to that team.
MEDICATION INSTRUCTION file	File #51. This file is used by Unit Dose and Outpatient Pharmacy. It contains the medication instruction name, expansion, and intended use.
MEDICATION ROUTES file	File #51.2. This file contains medication route names. The user can enter an abbreviation for each route to be used at their site. The abbreviation will most likely be the Latin abbreviation for the term.
Medication Routes/Abbreviations	Route by which medication is administered (e.g., oral). The MEDICATION ROUTES file (#51.2) contains the routes and abbreviations, which are selected by each VAMC. The abbreviation cannot be longer than five characters to fit on labels and the MAR. The user can add new routes and abbreviations as appropriate.
Non-Formulary Drugs	The medications that are defined as commercially available drug products not included in the VA National Formulary.

Non-Verified Orders	Any order that has been entered in the Unit Dose or IV module that has not been verified (made active) by a nurse and/or pharmacist. Ward staff may not verify a non-verified order.
Orderable Item	An Orderable Item name has no strength attached to it (e.g., Acetaminophen). The name with a strength attached to it is the Dispense Drug name (e.g., Acetaminophen 325mg).
Order Sets	An Order Set is a set of N pre-written orders. (N indicates the number of orders in an Order Set is variable.) Order Sets are used to expedite order entry for drugs that are dispensed to all patients in certain medical practices and procedures.
Order View	Computer option that allows the user to view detailed information related to one specific order of a patient. The order view provides basic patient information and identification of the order variables.
Parenteral	Introduced by means other than by way of the digestive track.
Patient Profile	A listing of a patient's active and non-active Unit Dose and IV orders. The patient profile also includes basic patient information, including the patient's name, social security number, date of birth, diagnosis, ward location, date of admission, reactions, and any pertinent remarks.
Pending Order	A pending order is one that has been entered by a provider through CPRS without Pharmacy or Nursing finishing the order. Once Pharmacy or Nursing has finished and verified the order, it will become active.
PHARMACY SYSTEM file	File # 59.7. This file contains data that pertains to the entire Pharmacy system of a medical center, and not to any one site or division.

Piggyback	Small volume parenteral solution for intermittent infusion. A piggyback is comprised of any number of additives, including zero, and one solution; the mixture is made in a small bag. The piggyback is given on a schedule (e.g., Q6H). Once the medication flows in, the piggyback is removed; another is not hung until the administration schedule calls for it.
Possible Dosages	Dosages that have a numeric dosage and numeric dispense units per dose appropriate for administration. For a drug to have possible dosages, it must be a single ingredient product that is matched to the VA PRODUCT file (#50.68). The VA PRODUCT file (#50.68) entry must have a numeric strength and the dosage form/unit combination must be such that a numeric strength combined with the unit can be an appropriate dosage selection.
Pre-Exchange Units	The number of actual units required for this order until the next cart exchange.
Primary Solution	A solution, usually an LVP, administered as a vehicle for additive(s) or for the pharmacological effect of the solution itself. Infusion is generally continuous. An LVP or piggyback has only one solution (primary solution). A hyperal can have one or more solutions.
Print Name	Drug generic name as it is to appear on pertinent IV output, such as labels and reports. Volume or Strength is not part of the print name.
Print Name{2}	Field used to record the additives contained in a commercially purchased premixed solution.
Profile	The patient profile shows a patient's orders. The Long profile includes all the patient's orders, sorted by status: active, non-verified, pending, and non-active. The Short profile will exclude the patient's discontinued and expired orders.
Prompt	A point at which the system questions the user and waits for a response.

Provider	Another term for the physician involved in the prescription of an IV or Unit Dose order for a patient.
PSJI MGR	The name of the <i>key</i> that allows access to the supervisor functions necessary to run the IV medications software. Usually given to the Inpatient package coordinator.
PSJI PHARM TECH	The name of the <i>key</i> that must be assigned to pharmacy technicians using the IV module. This key allows the technician to finish IV orders, but not verify them.
PSJI PURGE	The key that must be assigned to individuals allowed to purge expired IV orders. This person will most likely be the IV application coordinator.
PSJI RNFINISH	The name of the <i>key</i> that is given to a user to allow the finishing of IV orders. This user must also be a holder of the PSJ RNURSE key.
PSJI USR1	The primary menu option that may be assigned to nurses.
PSJI USR2	The primary menu option that may be assigned to technicians.
PSJU MGR	The name of the <i>primary menu option</i> and of the <i>key</i> that must be assigned to the pharmacy package coordinators and supervisors using the Unit Dose module.
PSJU PL	The name of the <i>key</i> that must be assigned to anyone using the <i>Pick List Menu</i> options.
PSJ PHARM TECH	The name of the <i>key</i> that must be assigned to pharmacy technicians using the Unit Dose module.
PSJ RNFINISH	The name of the <i>key</i> that is given to a user to allow the finishing of a Unit Dose order. This user must also be a holder of the PSJ RNURSE key.
PSJ RNURSE	The name of the <i>key</i> that must be assigned to nurses using the Unit Dose module.

PSJ RPHARM	The name of the <i>key</i> that must be assigned to a pharmacist to use the Unit Dose module. If the package coordinator is also a pharmacist he/she must also be given this key.
Quick Code	An abbreviated form of the drug generic name (from one to ten characters) for IV orders. One of the three drug fields on which lookup is done to locate a drug. Print name and synonym are the other two. Use of quick codes will speed up order entry, etc.
Report Device	The device, identified by the user, on which computer-generated reports selected by the user will be printed.
Schedule	The frequency of administration of a medication (e.g., QID, QD, QAM, STAT, Q4H).
Schedule Type	Codes include: O - one time (i.e., STAT - only once), P - PRN (as needed; no set administration times). C - continuous (given continuously for the life of the order; usually with set administration times). R - fill on request (used for items that are not automatically put in the cart - but are filled on the nurse's request. These can be multidose items (e.g., eye wash, kept for use by one patient and is filled on request when the supply is exhausted). And OC - on call (one time with no specific time to be given, i.e., 1/2 hour before surgery).
Self Med	Medication that is to be administered by the patient to himself.
Standard Schedule	Standard medication administration schedules stored in the ADMINISTRATION SCHEDULE file (#51.1).
Start Date/Time	The date and time an order is to begin.
Status	A - active, E - expired, R - renewed (or reinstated), D - discontinued, H - on hold, I - incomplete, or N - non-verified, U - unreleased, P - pending, O - on call, DE - discontinued edit, RE - reinstated, DR - discontinued renewal.
Stop Date/Time	The date and time an order is to expire.

Stop Order Notices	A list of patient medications that are about to expire and may require action.
Syringe	Type of IV that uses a syringe rather than a bottle or bag. The method of infusion for a syringe-type IV may be continuous or intermittent.
Syringe Size	The syringe size is the capacity or volume of a particular syringe. The size of a syringe is usually measured in number of cubic centimeters (ccs).
TPN	Total Parenteral Nutrition. The intravenous administration of the total nutrient requirements of the patient. The term TPN is also used to mean the solution compounded to provide those requirements.
Units per Dose	The number of Units (tablets, capsules, etc.) to be dispensed as a Dose for an order. Fractional numbers will be accepted.
VA Drug Class Code	A drug classification system used by VA that separates drugs into different categories based upon their characteristics. IV cost reports can be run for VA Drug Class Codes.
VDL	Virtual Due List. This is a Graphical User Interface (GUI) application used by the nurses when administering medications.
WARD GROUP file	File #57.5. This file contains the name of the ward group, and the wards included in that group. The grouping is necessary for the pick list to be run for specific carts and ward groups.
Ward Group Name	An arbitrarily chosen name used to group wards for the pick list and medication cart.
WARD LOCATION file	File #42. This file contains all of the facility ward locations and their related data, i.e., Operating beds, Bedsection, etc. The wards are created/edited using the <i>Ward Definition</i> option of the ADT module.

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